

BOARD OF SUPERVISORS

Brown County



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PLAN, DEV. & TRANS. COMMITTEE

Bernie Erickson, Chair
Mike Fleck, Vice Chair
Norbert Dantinne, Dave Kaster, Dan Haefs

**PLANNING, DEVELOPMENT &
TRANSPORTATION COMMITTEE**
Monday, November 23, 2009 @ 6:00 p.m.
Room 161, Ag & Extension Center
1150 Bellevue Street

*****PLEASE NOTE TIME CHANGE*****

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of the October 26, 2009.
1. Review minutes of:
 - a) Lower Fox River & Green Bay Shoreline Waterfront Redevelopment Steering Committee (November 11, 2009).
 - b) Solid Waste Board (September 21, 2009).

UW-Extension

2. Budget Status Financial Report for September 30, 2009.
3. Director's Report.

Port and Solid Waste

4. Solid Waste Consultant Request for Proposal – Request for Approval.
5. Solid Waste Area Budget Status Financial Report for September 30, 2009
6. Port Area Budget Status Financial Report for September 30, 2009
7. Director's Report.

Highway/Planning Commission

8. Updates on CTH GV (standing item).
 - a) Road repair update on GV with possible action.

Planning and Land Services

Planning Commission

9. Budget Status Financial Report for September 30, 2009

Property Listing

10. Budget Status Financial Report for September 30, 2009

Zoning

11. Budget Status Financial Report for September 30, 2009

Highway

12. Budget to Actual Financial Reports for October, 2009.

Register of Deeds

13. Budget Status Financial Report for September 30, 2009.

Airport

14. Budget Status Financial Report for September 30, 2009.
15. Director's Report.
16. Food & Beverage Concessions Request for Proposals – Request for Approval.
17. A closed session pursuant to sec. 19.85(1)(e), Wis. Stats., for the purpose of deliberating the purchasing of public properties whenever competitive or bargaining reasons require a closed session.

Land Information Office – No Agenda Items.

Other

18. Audit of bills.
19. Such other matters as authorized by law.

Bernie Erickson, Chair

Attachments

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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**PROCEEDINGS OF THE BROWN COUNTY
PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular and budget meeting of the **Brown County Planning, Development & Transportation Committee** was held on Monday, October 26, 2009 in Room 161 of the AG & Extension Center, 1150 Bellevue Street, Green Bay, WI

Present: Norb Dantine, Bernie Erickson, Mike Fleck, Dan Haefs, Dave Kaster
Also Present: Cathy Williquette, Judy Knudsen, Tom Miller, Chuck Lamine,
Cole Runge, Jim Wallen, Bill Bosiacki, Matt Heyroth, Jeff DuMez
Chuck Larscheid, Debbie Klarkowski,
Tom Hinz, Jayme Sellen, Fred Mohr
Sara Perrizo, Lynn VandenLangenberg, Heidi Hietpas, Andrea Konrath
Supervisors Andrews, Fewell, LaViolette, Scray, Williams, Zima
Other Interested Parties

NOTICE OF PUBLIC HEARING

- I. **Call Meeting to Order:**
Meeting called to order by Chairman Bernie Erickson 6:10 p.m.
- II. **Approve/Modify Agenda:**

Motion made by Supervisor Dantine and seconded by Supervisor Kaster to approve the agenda. MOTION APPROVED UNANIMOUSLY
- III. **Approve/Modify Minutes of Regular Meeting of September 28, 2009:**

Motion made by Supervisor Fleck and seconded by Supervisor Kaster to approve. MOTION APPROVED UNANIMOUSLY
1. **Review Minutes of:**
- a. **Bay-Lake Regional Planning Commission (August & September 2009 Activity Report).**
 - b. **Harbor Commission (9/14/09)**
 - c. **Lower Fox River and Green Bay Shoreline Waterfront Redevelopment Steering Committee Meeting)(9/30/09)**
 - d. **Planning Commission Board of Directors (9/2/09)**
 - e. **Planning Commission Board of Directors Transportation Sub-Committee (8/13/09)**
- Motion made by Supervisor Dantine and seconded by Supervisor Fleck to receive and place on file 1a, b, c, d, e. MOTION APPROVED UNANIMOUSLY**

Communications:

2. Communication from Supervisor Scray re: Request PD&T consider privatization for Planning Services for Brown County. (Referred from October County Board):

Supervisor Scray addressed the committee relative to budget challenges, suggesting that contracting services, similar to that done at the Mental Health Center and with Bellin, be considered for Planning & Land Services.

Supervisor Zima explained that he initially approached a number of companies to discuss the possibility of providing planning services for Brown County on a contract basis. One company in particular, Patrick Engineering, expressed interest and has met with Zima and other County Board members (Scray, Evans, and Lund). Activities in the Planning Department were laid out and Patrick Engineering was asked if this is something they could do and save money for the County. Over a three month period, Patrick Engineering studied planning activities and the operation, and are now prepared to make a presentation to the County Board. Zima highly urged that presentation be made.

Motion made by Supervisor Kaster and seconded by Supervisor Haefs to suspend the rules to allow interested parties to speak.

MOTION APPROVED UNANIMOUSLY

Mary Harrison – 1484 McCormick Street, Green Bay

Expressed concern with the proposal, stating that in her opinion, contracting services may cost more in the long term. She asked that the track record of the present planning department be considered.

Steve Dunks, Zoning Administrator, Village of Suamico

Expressed major concern with the proposal for contracted services, coming at the last minute when municipalities are already in the budget process. Dunks stated that Suamico uses the Planning and Land Services offices regularly and have had good service from them. It is his opinion costs will increase with privatization and the service will not be as good if it is not local. Dunks stated that even if there is a savings in County taxes, those in municipalities would most likely increase.

Elaine Willman – Community Development Director, Village of Hobart

Stated that one of her biggest concerns, beyond cost, is that day to day decision making stay as close to the land and property as possible and at the local level, which occurs now in the County Planning & Land Services Department. She noted that any consideration of privatization would require a further feasibility study with input from the Brown County staff and from the League of Municipalities.

Vicky VanVonderan – Town Supervisor, Town of Rockland

Serves on the Planning Commission for the Town of Rockland. She indicated that working with Brown County Planning has been "fabulous". She suggested there be an objective unit to look at the overall development, basing it on objective criteria. Privatization is profit motivated and she questions how objective a private company would be. Before there is any decision there needs

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to be further study and input from the local municipalities who use the Brown County service, she stated.

Sara Burdette, Administrator – Town of Ledgeview

Ms. Burdette stated she concurred with the comments that have been made, indicating that Ledgeview has a great working relationship with the Planning Department. She encouraged that this committee and the County Board evaluate that and communicate with the municipalities as well as planning staff before making any decision.

Dave Chrouser – Mau & Associates

Mau uses the Planning & Land Services Department on a daily basis, stating they have provided continuity between towns and villages. Chrouser stated that if this department was compared to that in other counties, Brown County has an incredible staff. Opined it would be a huge mistake to consider privatization.

Irvin Saharsky – Chairman, Town of Eaton

Has been working with Brown County Planning for over ten years. Any issues they have had have been worked out. He has had experience working with a private engineering firm and did not find it to be successful. Stated that all budgets are prepared for 2010 and urged further study before making any decision.

Graham Callis – Community Development Director, Village of Suamico

Pointed out the working relationships that have developed between this department and area municipalities, as well as other communities throughout the State and Federal Government.

Tom Carey – Vice President, Patrick Engineering, Park Ridge, Illinois

Patrick Engineering was approached several months ago to find a solution to budgetary issues within Brown County. It is not their intent to harm anyone or purge the present department structure, the intent is to "instill a seamless transition to the mutual benefit of Brown County and Patrick Engineering". At this time, Carey stated that day to day operations have not been reviewed, however, they have reviewed several budgets and feel that they can present a "substantial, meaningful, and material savings without having the loss of the personnel concerned about". Patrick Engineering has maintained meaningful relationships with the communities they serve.

When giving a history of Patrick Engineering, Carey stated the company has 30 years of proven leadership and expertise in project management, with a particular emphasis on engineering, planning, technology, and consulting. They have been cited for the past 16 years as one of the top North American firms by the Engineering News Record, with a client base of municipalities, state and federal governments, counties, and major utilities.

Mr. Carey stated it is not the intent to eliminate present jobs, but instead would like an opportunity to transition the department in a meaningful, lasting way. When looking at long term development and planning, Carey stated that Patrick Engineering does not do any private development, so there would be no conflict. It would be their intention to encourage the present relationships.

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Rowland Hoslet – Patrick Engineering, Green Bay, WI

Mr. Hoslet is a lifelong Green Bay resident, responsible for the Green Bay office of Patrick Engineering. He stated that privatization would be an exercise in streamlining and integrating services. The expectation is to maintain the same quality service which has been provided already, much of which falls in line with what Patrick Engineering provides, i.e. integrating staff, consolidating work, modernization and monumentation, outsourcing and integration of services (presently provided for the Department of Transportation). At the request of clients, they look to provide services which are efficient and cost effective. Hoslet stated that their approach is not to change the revenue structure, but rather to look at it from a cost perspective, how can services be incorporated, integrated, and consolidated within the Patrick Engineering organization, while providing efficient savings and cost efficiencies through the sharing of work loads. Their intent would be maintain the relationships and local knowledge already established and to provide a service to the County in a more efficient manner.

Supervisor Zima clarified that Patrick Engineering as a result of their study came to certain conclusions and are willing to make a presentation to the County Board showing they can provide substantial savings. Zima stated that Brown County would not want to lose control of services that are provided, but are merely asking if they can be done more cost efficiently.

Zima emphasized that contracts are a legitimate way to address public services. The County presently has many service contracts in order to save money and to provide more service for the dollars spent. Many Human Service programs are contracted out, Zima stated. When he has asked what the Planning and Land Services Department actually does, Zima stated he was not able to get solid answers. Do they do all that's needed, do they do more than is needed, can they do it at a cost less than a private contractor can do? He feels it is incumbent that the County Board hear the Patrick Engineering presentation in order to determine if they can provide substantial savings.

Mary Harrison – Stated she has background in Human Services and feels that Supervisor Zima's comparison to human services is different than that of land management. Her question again is whether the job is getting done and money is being saved over the long run.

Steve Dunks – Stated that Patrick Engineering does not know anything about the internal operations of the planning department, and because they do not know what they do on a day to day basis with the individual municipalities questions how they can save money. If this study has been going on for the last few months, Dunks asked why the majority of the County Board members, nor any of the municipalities were not advised.

Elaine Willmann – Asked what cost has been incurred to the taxpayers for this study. Supervisor Zima replied there has been no cost, that the request for a study was made by himself and a couple of other supervisors. If Patrick Engineering states that they can save Brown County money, he urged that everyone at least hear their presentation.

Graham Callies – Noted that money spent for this consultant will be go to their Illinois firm and out of state, asking why that money is not instead invested in the department here.

Zima responded that Patrick Engineering has 15 offices in 10 different states, including an office in Brown County which employs 10 employees.

Motion made by Supervisor Haefs and seconded by Supervisor Dantine to return to regular order of business. MOTION APPROVED UNANIMOUSLY

Supervisor Andrews asked that if Patrick makes a presentation that it include how current staff will continue to work in the manner they are now, and in addition if they will do grant writing.

Chuck Lamine, Director of the Planning & Land Services Department, addressed the issue of privatization stating he has concerns with the approach that has been used. Lamine said that the department prides themselves in continuous improvement and have worked hard to increase efficiencies.

A handout was distributed showing staffing trends throughout the years 2000 to 2010 - 27 employees in 2000, now at 18.58. In addition, budget levy trends have decreased over the last ten years with the highest being \$1,310,650 in 2003, with a proposal of \$803,786 in 2010. Lamine stated this occurred because of the initiative of staff, innovation as to how they do business, a lot of hard work, along with the application of new technologies. The focus of the department has been purely to promote public health, welfare, and general public good to the citizens of Brown County without a profit motive.

Lamine expressed concern with having a public entity making long term recommendations for infrastructure, sewer and utility extension, highway and road improvements for the County. As there is always a potential for a conflict of interest with a profit driven consulting firm, pointed out that one of the major contracts Patrick Engineering holds is with the Wisconsin Department of Transportation. Although they may have planners on staff, they are basically an engineering firm.

Lamine stated he was not aware there were discussions being held about privatization except for one line on the County Board agenda, what he heard on the radio, and a Press Gazette article which highlighted issues with accountability in the department. He addressed comments made by Supervisor Zima relative to just what the tasks of this department are, stating that the County web site is an excellent source of information, which includes monthly staff and activity reports.

A handout was distributed outlining major accomplishments and services provided by the Brown County Planning Commission. It includes long range planning, transportation planning, economic development, land use planning, land records management, and local assistance planning. (See attached for details)

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Supervisor Pat LaViolette stated that she first learned of discussions of privatization in the past week. In her opinion, it should have done by RFP and not private contact by the Board Chairman.

Supervisor Fewell also expressed concerns with the County leadership who formed a study group and told the Board members after the fact. He stated in his opinion this is not open government, that policy was not followed and done the way the County Board has operated in the past.

Supervisor Zima defended his action, stating he is merely asking for a presentation.

County Board Attorney, Fred Mohr, stated that in his opinion there were no procedures violated and nothing was done illegally. Patrick Engineering operated in the background in the sense that they had job descriptions and attended a public meeting to receive information.

Supervisor Fleck agreed with Fewell that proper channels were not followed.

Dantinne stated that four Planning Department staff were present at the recent Towns Association meeting. He questioned what this would cost from a private firm who may charge an hourly rate.

Supervisor Scray indicated this is not an attack on staff, but merely a way to address decreasing state and federal funding. She indicated that privatization will not work if area municipalities are not agreeable to being served. She also stated it was her understanding service contracts do not need an RFP.

County Executive Tom Hinz stated that Planning & Land Services is a model department and always has the best interests of the County at heart. He stated he first knew that Patrick Engineering had been contacted for privatization services at the recent County Board meeting. Although he is not opposed to contracting out if appropriate, he stated that the way this was handled has demoralized the department and was handled "atrociously".

Debra Phillips – Property Listing Department

Ms. Phillips pointed out that her department is responsible for maintaining data for tax rolls, noting that nothing was said about that. She stated it appears one department is being attacked. She asked why other avenues for saving money were not addressed, such as furlough time, salary freeze, why are there two attorneys negotiating for the County, etc. Ms. Phillips serves on the advisory committee for health insurance, noting there are no Board members on this committee. She feels discussions were done behind their backs, that they had to learn from the radio that an out-of-state firm was being considered. Ms. Phillips indicated it was her understanding that union jobs cannot be contracted, however, Attorney Mohr informed Ms. Phillips this is incorrect, that union jobs can be contracted.

Where to go with the matter was addressed, and Attorney Mohr stated that ordinance states that the PD&T committee does not have the authority to

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contract services, and that any item not specifically directed to a standing committee should go to the Executive Committee.

Motion made by Supervisor Kaster and seconded by Supervisor Haefs to refer to the Executive Committee.

As the item is already on the agenda of the Executive Committee scheduled for Wednesday, 11/4/2009, the motion was withdrawn.

MOTION WITHDRAWN

Motion made by Supervisor Kaster and seconded by Supervisor Haefs to receive and place on file.

Ayes: Erickson, Haefs, Kaster

Nays: Dantinne, Fleck

MOTION APPROVED 3-2

3. **Communication from Supervisor Andrews to develop a process, including a form to fill out, to articulate the factors that lead to the need for a budget transfer to cover shortfalls with a section to be filled out by our financial office indicating where funds can be taken from. This form should be presented along with the request for budget transfer, and included in our packets. (Referred from Administration Committee):**

Supervisor Andrews explained that development of her proposed form would give information related to budget adjustment, a history of the accounting question, where the funds will come from, etc. A handout sheet distributed by Supervisor Andrews for input was addressed and given back to her.

Motion made by Supervisor Dantinne and seconded by Supervisor Fleck to receive and place on file. MOTION APPROVED UNANIMOUSLY

Zoning:

4. **Budget Status Financial Report for August 31, 2009:**

Bill Bosiacki reported that all categories are at or near budget expectations. Permits and public charges are progressing at the anticipated rate – see packet material for report.

Motion made by Supervisor Dantinne and seconded by Supervisor Haefs to receive and place on file. MOTION APPROVED UNANIMOUSLY

5. **Discussion and action regarding a request to amend/rezone an area of wetlands on tax parcel HM-398 from the Wisconsin Wetland Inventory Zoning Map T24N R22E, Town of Humboldt, Brown County, map received by Brown County Zoning on June 5, 2000:**

Motion made by Supervisor Dantinne and seconded by Supervisor Haefs to approve a request to amend/rezone an area of wetlands on tax parcel HM-398 from the Wisconsin Wetland Inventory Zoning Map T24N R22E, Town of Humboldt, Brown County. MOTION APPROVED UNANIMOUSLY

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Port/Solid Waste

6. Port Area Budget Status Financial Report for August 31, 2009:

Chuck Larscheid reported that on the Port side expenses have increased due to receiving and spending for a Port Security Grant, development efforts at the Bylsby property, and dredged material management at Bay Port disposal facility. Revenues have increased as a result of increased tipping fees for dredged material disposal at Bay Port, Bylsby property rent, and the Port Security Grant.

Motion made by Supervisor Haefs and seconded by Supervisor Fleck to receive and place on file. MOTION APPROVED UNANIMOUSLY

7. Solid Waste Area Budget Status Financial Report for August 31, 2009:

On the Solid Waste side, vehicle and grounds repairs are up due to MRF front end loader and building. Closure expenses have not yet been incurred for the year and no recycling rebate has been given due to a poor materials market. Sales of recyclables have been low due to poor markets, and interest is lower than forecast in the 2009 budget.

Motion made by Supervisor Haefs and seconded by Supervisor Dantine to receive and place on file. MOTION APPROVED UNANIMOUSLY

8. Director's Report:

Chuck Larscheid highlighted the following activities during the last reporting period:

- Governor has signed an electronics recycling bill. Larscheid will report back with details.
- Fox River Clean-Up Program – U.S. Corp of Engineers maintains the shipping channel for the Port of Green Bay and contract out dredging. As the Corp will be dredging the Fox River and encroaching the environment, paper mills have filed law suits against Brown County, Green Bay and the Corps for past dredging activities. Because of this, the US Department of Justice has halted any further dredging in the river. This may have an effect on the livelihood of the Port. The Corp is awaiting data from the EPA and DNR in order to develop a 2010 dredging schedule.
- Gas to Energy – Are receiving prices for an additional feature at the facility.
- RFP for the sale of the VandeHei property in Wrightstown has been drafted.
- RFP for Solid Waste consulting is being prepared. The five year agreement with Foth will expire in February.
- Groundwater monitoring at landfills is coming due.
- RFP for salvaging contract at the transfer station is being prepared as the current contract with Fox Valley is not paying since the price of steel increased.
- Net revenue from single stream recycling is being reimbursed to communities at a rate of \$10/ton, with an increase to \$15/ton expected in November.
- Dock wall lease has been assigned to Noble Petrol
- Possibility that the Cat Island project can be put into the wetland mitigation bank
- DNR is working on rules for ballast water discharge
- Preliminary EAP ruling preventing burning of bunker fuel
- Oneida Waste Gasification Project – Brown County has given a Letter of Support to Oneida

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Motion made by Supervisor Dantine and seconded by Supervisor Fleck to receive and place on file. MOTION APPROVED UNANIMOUSLY

Highway:

9. September 2009 Budget to Actual:

Brian Lamers referred to the report included in packet material. He reported that the department is well prepared for the winter weather.

Motion made by Supervisor Fleck and seconded by Supervisor Haefs to receive and place on file. MOTION APPROVED UNANIMOUSLY

10. Approval of RFP re: Highway Department Vehicle Maintenance and Inventory Management System:

The purpose of the RFP is to secure proposals to provide the County Highway Department management tools to assist in maintaining and managing vehicle assets efficiently and effectively. Proposals are due November 30, 2009.

Motion made by Supervisor Dantine and seconded by Supervisor Haefs to approve. MOTION APPROVED UNANIMOUSLY

11. Request for Budget Transfer (#09-83): Interdepartmental Transfer and Increase in Expenditures with Offsetting Increase in Revenue (see attached for details):

Lamers explained that prior to 2009, Highway Capital Projects Funds only included expenditures that were bond financed. In 2009, financial reporting was changed to more accurately reflect the complete cost of highway projects to reflect all expenditures and revenue sources, including the gross intra-county charge. As a result of highway projects being completed under budget, several of the Highway capital projects have unspent bond funds remaining. Per discussions with Bond Counsel, it was determined that the remaining funds can only be used to cover the cost of another project within the bond project resolution or to pay interest on the related bond. As all projects bonded for are complete or funding has been earmarked; the remaining funds will be transferred to debt service to pay current interest due or reimburse for prior interest payments made.

Motion made by Supervisor Haefs and seconded by Supervisor Dantine to approve. MOTION APPROVED UNANIMOUSLY

Highway/Planning Commission:

12. Updates on CTH GV (standing item):

Tasks completed between 9/21/09 and 10/21/09 were highlighted in packet material. Planning Commission staff has presented the draft EIS Alternatives Identification and Analysis paper to the Wisconsin DOT and have incorporated traffic projections for the 22 project alignment/facility alternatives into the paper. They are now prepared to schedule meetings with state and federal cooperating agencies, the EIS Steering Committee, and the public.

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Motion made by Supervisor Dantine and seconded by Supervisor Fleck to receive and place on file. MOTION APPROVED UNANIMOUSLY

Planning & Land Services:

13. **Planning Commission** – Budget Status Financial Report for August 31, 2009
Expenditures to date are at the annual budget allocation, however, reflect a once per year payment to Bay-Lake Regional Planning Commission and Northeast Wisconsin Stormwater Consortium. All other categories are near budget. Charges to county departments do not reflect revenue from work performed for the EIS for the Southern Bridge and Arterial. All other categories are near budget.

Motion made by Supervisor Fleck and seconded by Supervisor Haefs to receive and place on file. MOTION APPROVED UNANIMOUSLY

14. **Property Listing** - Budget Status Financial Report for August 31, 2009
Two employees have taken voluntary unpaid leave, reducing salaries and fringe benefit expenses. Land division review revenue is down but has experienced some recent gains.

Motion made by Supervisor Haefs and seconded by Supervisor Fleck to receive and place on file. MOTION APPROVED UNANIMOUSLY

15. **Register of Deeds** - Budget Status Financial Report for August 31, 2009
Cost categories are within budget. Revenue received in excess of costs is returned to the General Fund. The revenue is dependent on the housing market, which has decreased activity since 2006.

Motion made by Supervisor Haefs and seconded by Supervisor Kaster to receive and place on file. MOTION APPROVED UNANIMOUSLY

UW Extension:

16. **Budget Adjustment Request (#09-97): Increase in expenses with offsetting increase in revenue (see attached for details):**

Judy Knudsen explained this budget adjustment relates to revenue received from Midwest Manure Summit to pay the professional speaker fees for the event.

Motion made by Supervisor Dantine and seconded by Supervisor Fleck to receive and place on file. MOTION APPROVED UNANIMOUSLY

Airport – No agenda items

Land Information Office – No agenda items

17. **Audit of Bills:**

Motion made by Supervisor Fleck and seconded by Supervisor Haefs to approve payment of bills. MOTION APPROVED UNANIMOUSLY

5 minute break – resumed 8:50 p.m.

III

BUDGET REVIEW

REVIEW OF 2010 DEPARTMENT BUDGETS:

18. **Airport – Review of 2010 Department Budget:**

Airport Director, Tom Miller, highlighted performance measures, policy initiatives, staffing, contracts, outlay, and expenditures. Miller stated that revenues for 2010 are expected to be down about 3% based on the 2009 budget, dependent on the economy. Expenses are down 1% from 2009. Salaries, fringe benefits, operations, maintenance, utilities, debt retirement, all show a decrease in 2010, while chargebacks and contracted services show a slight increase.

Motion made by Supervisor Fleck and seconded by Supervisor Dantine to approve the 2010 Airport Budget as proposed.

MOTION APPROVED UNANIMOUSLY

19. **Register of Deeds – Review of 2010 Department Budget:**

Cathy Williquette, Register of Deeds, highlighted the 2010 department budget stating she expects an overall reduction in revenues because of the real estate market and loss of transfer fees. There will be a 5.43% reduction in office expenses. This is an enterprise fund and Williquette predicts to be \$400,000 off the levy.

Motion made by Supervisor Haefs and seconded by Supervisor Dantine to approve the 2010 Register of Deeds Budget as proposed.

MOTION APPROVED UNANIMOUSLY

a. **Resolution re: Approving New or Deleted Positions during the 2010 Budget Process:**

Motion made by Supervisor Fleck and seconded by Supervisor Dantine to approve. MOTION APPROVED UNANIMOUSLY

20. **Highway – Review of 2010 Department Budget:**

Commissioner, Brian Lamers reported that the 2010 budget strategy is to maintain the existing level of service in carrying out winter and summer roadway and bridge maintenance. 19.79 miles of roadways will be reconditioned and 3.42 miles of major construction work funded with bonding, budget, federal or local funding.

Other major expenses impacting the 2010 budget include the cost of diesel fuel, equipment operation, steel cost which impacts the purchase of drainage culverts, snowplow blades, etc., labor and fringe benefit cost increases, general transportation aid, new emissions standards, etc. Brown County has placed a bid with the Wisconsin DOT for salt at an increase to \$23.35/ton which is a 70% increase from the 2008-09 season.

Lamers addressed changes to the 2010 budget for General Transportation Aids (attached)

Motion made by Supervisor Fleck and seconded by Supervisor Kaster to increase State Grant Revenue and decrease General Property Taxes by \$118,889 in County Roads and Bridges Fund; to increase General Property Taxes revenue and increase Capital Improvements expense by \$118,889 in Capital Projects Fund; and to increase Highway Supplies and Expense and increase Intra-County charge for Capital Projects by \$118,889 in Highway Fund, with a levy impact of \$0. MOTION APPROVED UNANIMOUSLY

Motion made by Supervisor Fleck and seconded by Supervisor Dantine to approve the 2010 Highway Department Budget as amended. MOTION APPROVED UNANIMOUSLY

21. **Planning & Land Services – Review of 2010 Department Budget:**
a. **Planning Commission – Review of 2010 Department Budget:**
b. **Property Listing – Review of 2010 Department Budget:**
c. **Zoning – Review of 2010 Department Budget:**

Chuck Lamine, Jim Wallen, & Bill Bosiacki addressed the committee relative to the Planning & Land Services 2010 Department Budgets.

Details of Policy Initiatives were highlighted by Mr. Lamine, including Maintenance Program for Private Onsite Wastewater Treatment Systems (POWTS); Reduction of Local Assistance Planning Program; Coordination of Planning and Land Services Regulations; Update to the Farmland Preservation Plan; and Increased Planning Activity Awareness. A Senior Planner position will be unfunded, although one intern position will be added. Lamine stated the proposed budget shows a reduction in property taxes of \$78,636, or an 8.19% reduction in the levy.

Lamine stated that the department received a \$620,000 Energy Efficiency Conservation Block Grant for 2010, which will be used to provide energy savings for county operations by creating alternative energy resources. These funds are used through the various County departments to reduce levy impact.

Jim Wallen of the Property Listing Department highlighted revenue and expense figures in this area.

Zoning Administrator, Bill Bosiacki, distributed two charts, one related to the 2009 budget 12 month estimates, expenditures/revenue/levy impact by program, and another related to the 2010 proposed budget (attached).

Motion made by Supervisor Fleck and seconded by Supervisor Dantine to approve the 2010 Planning & Land Services Budget as proposed. MOTION APPROVED UNANIMOUSLY

- d. **Resolution re: Approving New or Deleted Positions during the 2010 Budget Process:**

Motion made by Supervisor Dantine and seconded by Supervisor Haefs to approve. MOTION APPROVED UNANIMOUSLY

III

22. **Port/Solid Waste – Review of 2010 Department Budget:**
Port and Solid Waste Director, Chuck Larscheid, distributed highlights of the 2010 department budget (see attached for details), along with two charts, one showing the distribution of solid waste costs, and the other a breakdown of the \$38 per ton solid waste tip fee collected.

Motion made by Supervisor Haefs and seconded by Supervisor Fleck to approve the 2010 Port/Solid Waste Budget as proposed.
MOTION APPROVED UNANIMOUSLY

23. **UW-Extension – Review of 2010 Department Budget:**
Judy Knudsen referred to page 313 of the budget book, highlighting revenues and expenditures for 2010.

Motion made by Supervisor Kaster and seconded by Supervisor Fleck to approve the 2010 UW-Extension Budget as proposed.
MOTION APPROVED UNANIMOUSLY

- a. **Resolution re: Approving New or Deleted Positions during the 2010 Budget Process:**

Motion made by Supervisor Dantine and seconded by Supervisor Haefs to approve. MOTION APPROVED UNANIMOUSLY

24. **Discussion of meeting dates for November & December 2009. (Scheduled meeting dates: November 23, 2009 & December 28, 2009):**

Consensus was to keep the proposed meeting dates, November 23 & December 28, 2009.

25. **Such Other Matters as Authorized by Law: None**

Motion made by Supervisor Dantine and seconded by Supervisor Haefs to adjourn at 11:00 p.m. MOTION APPROVED UNANIMOUSLY

Respectfully submitted,

Rae G. Knippel
Recording Secretary

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**(DRAFT) MINUTES
LOWER FOX RIVER AND GREEN BAY SHORELINE WATERFRONT
REDEVELOPMENT STEERING COMMITTEE MEETING
Brown County Planning Commission
3:00 p.m., Wednesday, November 11, 2009
National Railroad Museum
2285 S. Broadway
Ashwaubenon, Wisconsin**

Committee Members

Paul Blindauer		Derek Lord	Exc
Penny Dart	Exc	Neil McKloskey	
Cheryl Detrick	Exc	Jeff Mirkes	
Erin Hanson (for Kristen Dufresne)	Exc	Jessica Beckendorf	X
Dean Haen	X	Ken Pabich	Exc
Rick Ledvina	X	Charles Pelky	
Carol Karls	X	Michael Telzrow	X
Rick Koffler	X	Aaron Schuette	X
Steve Kubacki	X	Nic Sparacio	X
Chuck Lamine	X	Mark Walter	X

Also: Eric Fowle, Scott Stein

ORDER OF BUSINESS

- 1. Welcome – Mr. Michael Telzrow – National Railroad Museum Executive Director.**
Mr. Michael Telzrow, National Railroad Museum Executive Director welcomed the committee and provided a brief overview of the history of the National Railroad Museum.
- 2. Review/action regarding September 30, 2009, meeting minutes.**
M. Walter moved and R. Ledvina seconded a motion to adopt the minutes of the September 30, 2009 committee meeting. Motion carried unanimously.
- 3. Update on plan efforts to date.**
 - a. Land use update.**
 - b. Public lands / access inventory.**
 - c. Plan document compilation.**
 - d. Stakeholder interviews.**

A. Schuette provided the committee with an update on the listed efforts to date. Progress had slowed due to county budget issues taking precedence, however with the budget adopted, the public lands / access inventory, plan document compilation, land use update, and stakeholder interviews will be a primary work effort for BCPC staff over the next month.
- 4. Fox River PCB remediation presentation – Mr. Scott Stein, Leonard & Finco Public Relations, Inc.**
Mr. Scott Stein of public relations firm Leonard and Finco provided a presentation regarding the Fox River PCB remediation process and timeframe (approximately 9 years). Mr. Stein answered questions from the committee related to the project. A.

Schuetz asked about future use of the dewatering site. Mr. Stein stated that it will likely be sold. D. Haen stated that the port would be interested in obtaining the property. D. Haen stated his concern regarding the potential limitation of future port expansion due to the armored capping of contaminated sediments at the current channel depth of 26 feet. Discussion ensued regarding how Brown County can utilize Great Lakes Restoration Initiative funding to implement the plans in place and the plan being developed. The committee thanked Mr. Stein for his presentation.

5. Fox-Wisconsin Rivers Heritage Parkway plan presentation – Mr. Eric Fowle, Executive Director, East Central Wisconsin Regional Planning Commission.

Mr. Eric Fowle, Executive Director of the East Central Wisconsin Regional Planning Commission provided a presentation on an effort to designate the Fox and Wisconsin River corridors from Green Bay to Prairie du Chien as a National Heritage Parkway. Mr. Fowle noted that designation of the corridor as a National Heritage Parkway would have no impact on private property rights. The corridor would be of a similar designation as the Lake Michigan Circle Tour or Great River Road. The intent is to raise awareness of this unique natural and cultural resource and its importance to Wisconsin's history. The committee thanked Mr. Fowle for his presentation.

6. Set next meeting date and location.

R. Koffler stated the Green Bay Yacht Club would be willing to host the next meeting of the committee. The next meeting was set for 3:00 p.m. Thursday, January 21, 2010 at the Green Bay Yacht Club, located at 100 Bay Beach Road in Green Bay.

7. Adjourn.

C. Karls moved to adjourn. M. Walter seconded. Motion carried unanimously. Meeting adjourned at 4:30 p.m.

ANY PERSON WISHING TO ATTEND WHO, BECAUSE OF A DISABILITY, REQUIRES SPECIAL ACCOMMODATION SHOULD CONTACT THE BROWN COUNTY HUMAN RESOURCES OFFICE AT 448-4065 ON THE DAY BEFORE THE MEETING SO ARRANGEMENTS CAN BE MADE.

Brown County

2561 SOUTH BROADWAY
GREEN BAY, WI 54304

CHARLES J. LARSCHIED

PHONE: (920) 492-4950

FAX: (920) 492-4957

PORT AND SOLID WASTE DIRECTOR

PROCEEDINGS OF BROWN COUNTY SOLID WASTE BOARD

A regular meeting was held on **September 21, 2009**, 1:30 p.m., at the Brown County Materials Recycling Facility, 2561 S. Broadway, Green Bay, WI.

1. Call to Order – meeting was called to order by Chair Strenski 1:30pm.

2. Roll Call

Present: Mike Strenski, Chair

Chuck Rhyner

Norb Dantine

Mike Fleck

Dawn Goodman

Excused: Jim Rasmussen, Vice-Chair

Bud Harris

Allison Swanson

John Katers, Secretary

Also Present: Charles Larscheid, Brown County Port & Solid Waste Dept.

Chad Doverspike, Brown County Port & Solid Waste Dept.

Joe Hollatz, Badgerland Express

Tony Walter, Green Bay Press-Gazette

3. Approval/Modification – Meeting Agenda

A motion to approve the agenda was made by Norb Dantine and seconded by Mike Fleck. Unanimously approved.

4. Approval/Modification – Meeting Minutes July 20, 2009

A motion to approve the minutes noting the adjournment time should be shown was made by Norb Dantine and seconded by Mike Fleck. Unanimously approved.

5. WI Dept. of Ag, Trade and Consumer Protection (DATCP) 2010 Prescription Drug Grant – Request for Approval

Brown County applied for a \$4000 grant through DATCP on September 18, 2009. If received, the grant money would be used for advertising the collection of prescription and over-the-counter drugs in 2010. This would be in conjunction with the current household hazardous waste operations. The costs incurred by the department for this program were explained to the Board.

6. WI Dept. of Ag, Trade and Consumer Protection (DATCP) 2010 Household Hazardous Waste Program Grant – Request for Approval

Regardless of whether grant money is received, collection activities will continue at the Hazardous Waste Facility. If the Department does receive grant money it will be used to offset disposal costs. This grant money cannot be used for educational purposes. **A motion to approve #5 and #6 was made by Mike Fleck and seconded by Chuck Rhyner.** Unanimously approved.

7. Regional HHW Plan – MOU – Request for Approval

Discussions continue with Outagamie and Winnebago Counties on possible ways to consolidate services. Brown County feels it might be possible to expand our hazardous waste program. Currently Winnebago County has a small seasonal building for the collection of hazardous waste which is then brought to the Green Bay HHW facility for a fee. Outagamie County currently has a series of Saturday Clean Sweeps in May through October. Brown County staff assists with staffing these Clean Sweeps. Both Outagamie and Winnebago have expressed interest in expanding their current programs.

Brown County has a permanent facility with trained staff and could offer expertise, supplies and disposal of material collected. Information including cost estimates for Brown County to provide these services has been given to both counties. Winnebago County has included these costs in their next budget.

A bi-weekly hazardous waste collection is being considered for Winnebago County on Wednesdays and Saturdays. Brown County staff (2) would work out of Winnebago's facility, package as much of the material on site for pickup at a later time, and bring back any paint to bulk at the Brown County location.

A flat fee of \$25,000 would be paid to Brown County for providing this service. That covers cost plus a 40% premium. Each County would be responsible for their own disposal costs. Talks are continuing with Outagamie County to discuss the details of the program. Presently, businesses and/or other residents from other counties are charged a 40% premium. It is likely that should both Winnebago and Outagamie begin scheduled collections year round, additional staff will be needed. The MOU with Winnebago is for five (5) years with one (1) year additions and a 60-day cancellation clause.

A motion to approve the Memorandum of Understanding was made by Chuck Rhyner and seconded by Mike Strenski. Unanimously approved

8. Oneida Tribe (IEP) Waste Gasification Project – Update

Oneida Seven Generations Corporation (OSGC), a private group within the Oneida Tribal government has approached Brown County about using waste at the Transfer Station to produce electricity. Brown County has been working with OSGC to assist in getting to the point where the OSGC is able to submit a grant to the State for funding as a demonstration project. It is possible they would locate near the Brown County Waste Transfer Station property although many of the specifics have not been worked out yet. A representative from OSGC explained the proposed project to Brown, Outagamie and Winnebago County staff. The demonstration project should not be a threat to tonnage requirements as required in the current BOW Solid Waste agreement. A draft letter of intent has been sent to Oneida Tribe. Any updates or decisions to be made on this project will be brought before the Solid Waste Board. It is anticipated Brown County could benefit from the project by a reduced fee on waste disposal or payment for landfill gas. The project could require 25 tons per day of landfill material and/or sludge with 94% of the waste burned with no emissions.

9. Emerald Ash Borer (EAB) – Potential Port and Solid Waste Dept. Involvement

To date one Emerald Ash Borer (EAB) has been found in Brown County. City foresters have contacted Brown County for possible use of County properties to stage wood in compliance with State County quarantine limitations. Brown County hopes to work with the larger communities to manage any wood collected over the next several years. At this point, various options are being considered, all of which would include Brown County recovering any incurred costs from the municipalities involved.

10. Director's Report

- Transfer Station Scale Window

A scale operator at the Brown County Waste Transfer Station have been experiencing problems associated with carpal tunnel syndrome. On the advice of Brown County Risk Management and the Brown County Occupational Nurse, an automatic window has been installed at the scale house. The cost for the window including installation was approximately \$4000.

- Finance System

A new finance system has been implemented county-wide. Although more complex than the previous system, this "New World" system should prove to be more beneficial long-term. The New World system allows for a more precise breakdown of expenses and revenues by departments and specific accounts and increases security. The new system signals when an account has reached the maximum amount budgeted.

- Energy Independence Subgroup

The Brown County Energy Independence Subgroup recently submitted a grant application to the Wisconsin Department of Energy for a windmill at the East Landfill. Currently in the feasibility stage, the project would place a 75 kw windmill at the East Landfill to produce power for the Gas-to-Energy generators.

- Transfer Station Operations

Beginning August 1, 2009 a new contract with the Transfer Station operator/hauler went into effect. To date everything is going exceptionally well. Veolia's transfer station was down for two weeks during which time Brown County accepted approximately 800 tons per day. No issues were encountered and inspection reports from the WDNR were all favorable. The stormwater retention pond remains clean and does not show any signs of runoff from the concrete area.

- Property Sales

Vande Hey: In the 2009 budget, approval was granted for selling the Vande Hey farm in the Town of Wrightstown. The property was purchased by Brown County in 1995. Originally there were two houses on the property which were subsequently used for training by the fire department. The property is 154 acres total with agricultural crops currently are on the land. Wells on the property need to be abandoned before any sale. Approval was received from the WDNR to leave the pond and groundwater as is.

Johanski: Brown County purchased the Johanski property due to legal issues with the former owner. The property was purchased in 2001 for \$170,000. Brown County had been leasing the house and in total received \$70,000 in lease payments. The house has been vacant for the past two years as Brown County is unable to find anyone to lease or manage the house and subsequently is in dire need of repair.

A PowerPoint presentation was given showing pictures of the properties. Staff requested feedback from the Board as to whether it should be torn down or sold. A proposal with the various options will be brought back to the Board for a final decision.

11. Kewaunee County Service Agreement

Kewaunee County closed a portion of their landfill and installed 11 gas wells. Kewaunee County has contacted Port & Solid Waste regarding the possibility of a Brown County employee monitoring these wells once per month and providing written data. Staff is putting together a price quote (salary, benefits, 75% premium; equipment charge and mileage reimbursement) for Kewaunee County to consider. Staff pointed out that the price quote would be for recording and reporting measurements only. Brown County will not offer Kewaunee County any recommendations or guidance on the wells.

12. East Landfill Gas-to-Energy – Update

Engines at the landfill are currently running at 76% or 725 kilowatts. The engines' potential is 925 kilowatts. Foth Environmental & Infrastructure has reviewed the gas well history, checked the collection system, flow meters, blowers, vacuum pump, etc. Cornerstone Environmental has also been on site reviewing these items. Foth questioned whether the 100 hp blower is larger than what is actually needed. The current blower is sized for about 1000 cfm and the ELF is actually at about 500 cfm's. Staff felt by purchasing a smaller blower it would save money and increase revenue. Foth also believes there may be some operational issues. Cornerstone suggested installing more wells to increase the gas output. Staff continues to work with Foth, Cornerstone and Fabco on the Gas-to-Energy project issues. The Board asked if the project would still pay for itself in eight years as originally proposed. Staff is confident that over the long run, the project will pay for itself and is not losing money. This will be discussed in further detail in closed session.

13. Closed Session

19.85(1)(e) Deliberating or negotiating the purchase of public properties . . . pertaining to the East Landfill Gas-to-Energy Project.

A motion was made by Mike Fleck and seconded by Mike Strenski to go into closed session. Unanimously approved. Roll call was taken:

Present: Mike Strenski, Chair

Chuck Rhyner

Norb Dantine

Mike Fleck

Dawn Goodman

Excused: Jim Rasmussen, Vice-Chair

Bud Harris

Allison Swanson

John Katers, Secretary

Also Present: Charles Larscheid, Brown County Port & Solid Waste Dept.

Chad Doverspike, Brown County Port & Solid Waste Dept.

(return to Open Session)

A motion was made by Norb Dantine and seconded by Mike Fleck to return to regular session: Unanimously approved. Roll call was taken:

Present: Mike Strenski, Chair

Chuck Rhyner

Norb Dantine

Mike Fleck

Dawn Goodman

Excused: Jim Rasmussen, Vice-Chair

Bud Harris

Allison Swanson

John Katers, Secretary

Also Present: Charles Larscheid, Brown County Port & Solid Waste Dept.

Chad Doverspike, Brown County Port & Solid Waste Dept.

Chair Strenski indicated that during closed session the Board discussed matters concerning issues pertaining to the East Landfill Gas-to-Energy project. No action was taken

14. Such Other Matters as Authorized by Law
No other matters to discuss.

15. Adjourn
Motion to adjourn was made by Chuck Rhyner and seconded by Norb Dantine.
Unanimously approved. Meeting adjourned at 3:10pm.

Mike Strenski, Chair
Solid Waste Board

Charles Larscheid, Director
Port & Solid Waste Department

Brown County
 UW - Extension

Budget Status Report

9/30/2009

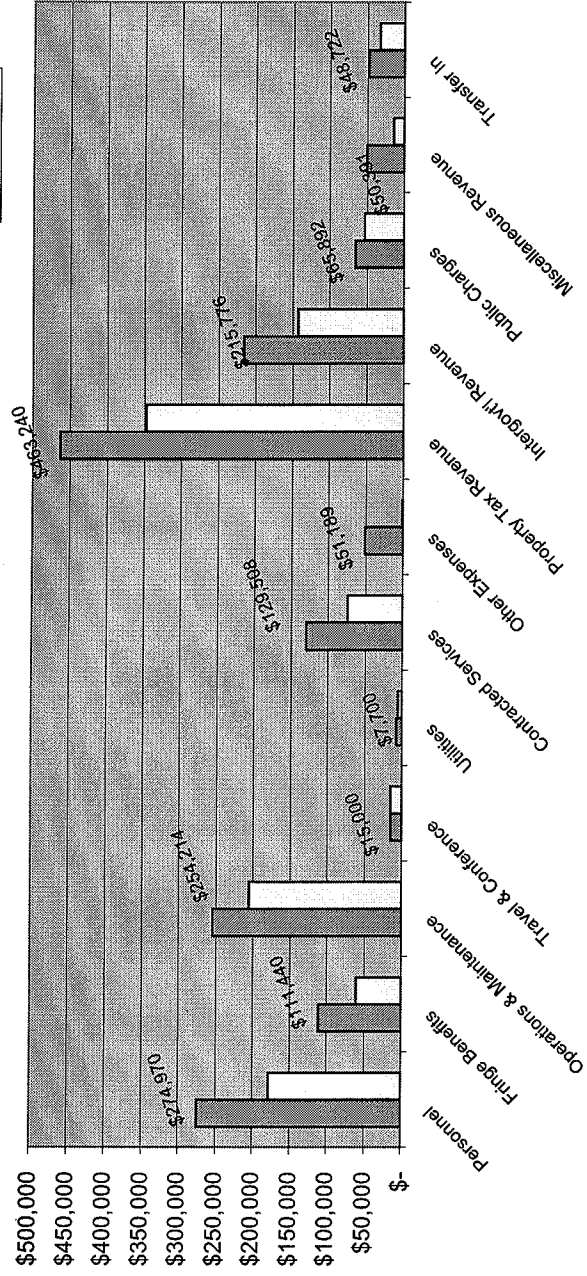
	Annual Budget	YTD Actual
Personnel	\$ 274,970	\$178,071
Fringe Benefits	\$ 111,440	\$ 60,862
Operations & Maintenance	\$ 254,214	\$ 205,410
Travel & Conference	\$ 15,000	\$ 14,867
Utilities	\$ 7,700	\$ 5,246
Contracted Services	\$ 129,508	\$ 73,935
Other Expenses	\$ 51,189	\$ 1,437
Property Tax Revenue	\$ 463,240	\$ 347,427
Intergov't Revenue	\$ 215,776	\$ 142,489
Public Charges	\$ 65,892	\$ 53,003
Miscellaneous Revenue	\$ 50,391	\$ 14,341
Transfer In	\$ 48,722	\$ 33,248

HIGHLIGHTS:

Expenses:

Revenues:

UW Extension - September 30, 2009



Request for Proposal (RFP)
For
Solid Waste Consulting Services
Port & Solid Waste Department
Project # 1387



Response Deadline
January 19, 2010
4:00 p.m. Local Time
To:
Brown County Purchasing Department

Tentative Project Timeline

November 16, 2009	RFP Submitted to Solid Waste Board for Recommended Approval to issue
November 23, 2009	RFP Submitted to Planning, Development and Transportation Committee for Recommended Approval to issue
December 16, 2009	RFP Submitted to County Board for Approval to issue
December 28, 2009	RFP Posted
January 5, 2010	Pre-Proposal Meeting
January 8, 2010	RFP Questions from potential Vendors due to Purchasing Department
January 12, 2010	Answers to RFP questions posted to Brown County website via Addendum
January 19, 2010	RFP Responses due to Purchasing Department
January 20-29, 2010	RFP Review time for Selection Committee
February 1-5, 2010	Interviews if required by Selection Committee
February 8, 2010	Final Selection & Contract Award

GENERAL INFORMATION AND REQUIREMENTS

Brown County is requesting sealed proposals for a firm to provide solid waste consulting services to the Port & Solid Waste Department. Contract will be for an initial three (3) year term with the option of two (2) additional one (1) year renewals upon mutual agreement between both parties.

Pre-Proposal Meeting

A pre-proposal meeting will be held on Tuesday, January 5, 2010 at 9:00 a.m. local time in the conference room at Port & Solid Waste, 2561 S. Broadway, Green Bay, WI 54303. All interested parties are strongly encouraged to attend.

Questions

- A. All questions related to this RFP **must be in writing** and received by the Brown County Purchasing Department no later than **1:00 p.m. local time, Friday, January 8, 2010** via e-mail to bc_administration_purchasing@co.brown.wi.us. Clearly mark the e-mail: "Questions for Solid Waste Consulting Services, Project #1387".

Mailed, phone call and faxed questions will not be accepted.

- B. Answers to all written questions will be re-issued in the form of an addendum and entered on the Brown County Web site (<http://www.co.brown.wi.us/administration/Purchasing/Index.html> Bids/RFP) on **Tuesday, January 12, 2010 no later than 4:00 p.m. local time**. It is the responsibility of all interested vendors to access the web site for this information. Calls for assistance with the web site can be made to (920) 448-4039.

Insurance Requirements

Successful vendor must provide a Certificate of Insurance meeting the County requirements as stated in Attachment E.

Submission of Proposals

Proposals must be filed in the office of the Brown County Purchasing Department, no later than 4:00 p.m. local time Tuesday, January 19, 2010. Proposals will not be accepted by fax or e-mail.

Proposals **must be stamped in** by the above due date and time per the electronic time stamp in the Purchasing Department. Proposals not stamped by the above due date and time will be rejected. Those wishing to submit proposals are encouraged to verify the time on the receiving stamp as this is the official time used for accepting all Proposals. Time discrepancies between wall clocks, watches, cell phones, etc. will not be honored. The official time stamp is the **only** time that will be used.

Delivery Address for Hand Delivery, UPS, DHL, Fed X, etc.:

Brown County Purchasing
305 E. Walnut St. 5th Floor
Green Bay, WI 54301

Delivery Address for USPS:

Brown County Purchasing
PO Box 23600
Green Bay, WI 54305-3600

Selection results will be posted on Brown County web site (<http://www.co.brown.wi.us/administration/Purchasing/Bids/RFP>) after a vendor selection has been made.

One (1) original proposal (marked as original) and five (5) additional exact copies (marked as copy) of the original proposal must be submitted. An authorized individual using an unduplicated original signature is required to sign the proposal. The proposals must be sealed and must be plainly marked in the lower left-hand corner of the envelope "Solid Waste Consulting Services, Project 1387". Failure to provide additional copies of the proposal or an improperly marked envelope *may* eliminate the proposal from consideration.

Written requests for withdrawal of proposals or any part thereof, is permitted any time prior to the scheduled due date and time.

All proposals submitted shall be binding for ninety (90) calendar days following the due date, unless the bidder(s), upon request of the County, agree to the extension.

Proposing company is responsible to check Brown County website regularly for Addenda.

Vendor shall provide the response to this RFP with major sections separated by tabs or dividers. A table of contents shall provide definition to the sections. The binder shall be of such size as to hold the materials comfortably, allowing the reviewer to turn the pages without tearing.

The response shall include at a minimum, the following:

- Cover Letter signed by authorized employee of the company
- Complete detailed description of services to be offered
- Rate sheet and resumes of all individuals that will be assigned to contract
- Additional supplemental materials as desired to enhance the proposal

Proposals will be opened and recorded on January 20, 2010 in the Brown County Purchasing Department.

All potential suppliers, by submission of their respective proposals, agree to abide by the rules, regulations and procedures of Brown County. Brown County reserves the right to cancel any order or contract for failure of the successful supplier to comply with the terms, conditions and specifications of the bid/proposal and/or contract.

There will be no public reading of the proposals. Interviews may be requested as deemed necessary by the County.

Rate Changes

With the service being more than one year, the rate may be adjusted by the Consumer Price Index yearly, with the increase not to exceed 5%. This rate shall be based upon the current service level.

Proprietary Information

All restrictions on the use of data contained within a proposal and all confidential information must be clearly identified in the proposal and identified on the attached Designation of Confidential and Proprietary Information form found at attachment B. Proprietary information submitted in a proposal will be handled in accordance with applicable Wisconsin State Statutes.

Other Information

Contractor verification prior to award: Contractor's financial solvency may be verified through financial background checks via Dun & Bradstreet or other means prior to contract award. Brown County reserves the right to reject proposals based on information obtained through these background checks if it's deemed to be in the best interest of the County.

This proposal request does not commit Brown County to make an award nor be held liable for any costs incurred in replying to this Request for Proposal. The County reserves the right to reject any and all proposals and to select the proposal considered most advantageous to Brown County.

Brown County reserves the right to negotiate final contract terms with the successful vendor.

Brown County reserves the right to cancel any order or contract for failure of the successful vendor to comply with the terms, conditions and/or requirements of this Request for Proposals.

Successful vendor shall comply with all applicable local codes and shall obtain all necessary permits.

REQUIREMENTS

1. INTRODUCTION

The Brown County Port & Solid Waste Department is requesting proposals from solid waste consulting firms to provide technical and professional services as required.

The County seeks an initial contract for a period of three (3) years, with a tentative planned commencement date of March 1, 2010. Contract will allow for two (2) additional one (1) year extensions beyond the initial term and will be subject to the mutual agreement of the County and the successful vendor.

2. PROPOSAL EVALUATION

THE COUNTY WILL ACCEPT THE PROPOSAL (S) IT DEEMS TO BE IN THE COUNTY'S BEST INTEREST, NOT NECESSARILY THE PROPOSAL WITH THE LOWEST COST. THE COUNTY RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS.

Selection Criteria

- A. Brown County will evaluate all proposals deemed responsive to this request via a selection committee appointed by Brown County Purchasing. The award will be based upon the proposal that is determined to be the most advantageous to Brown County.
- B. Information submitted will be reviewed and candidates may be scheduled to appear before an interview panel to present their materials. Brown County reserves the right to meet with only a select group of candidates that best meet the requirements listed in this RFP. Those appearing for an interview shall be prepared to discuss their proposal. If invited for an interview, scoring will revert back to zero and new scoring documents will be developed for the interview. A list of questions will be forwarded to those invited for interviews to help them prepare for the interview and also be used as a basis for scoring of the interview.

C. Proposal scoring methodology:

1. The following is a summary of the proposal evaluation factors and the point value assigned to each. These factors will be used in the evaluation of the individual proposals. Points will be awarded on the basis of the following factors:

Specifications	Points
1. Experience	30
2. Organizational/Staff Capabilities and Qualifications	30
3. Cost	15
4. Scope of Services	20
5. References	5
Total Points	100

3. QUALIFICATIONS

To be considered for award of this contract, the following minimum qualifications must be met and fully outlined and explained in your proposal:

The firm must be experienced in the area of:

- Planning, designing and troubleshooting solid waste disposal, landfill gas collection and flare, leachate collection containment and removal systems.
- Air, solid waste, groundwater, surface and storm water permit writing.
- Data management and impact analysis.
- Plans and specification writing.
- Surveying.
- Construction documentation
- Financial analysis
- Report and trend forecasting

The firm must have a proven ability as evidenced by past performance and current resources and personnel to execute a contract for services beginning on March 1, 2010.

The firm must have a central office that is capable of providing satisfactory provisions of services to the onsite operations.

Interested consultants shall submit a Statement of Qualifications (SOQ) demonstrating their capabilities in one or more of the technical areas addressed in Attachment A - Scope of Services. The SOQ shall include information regarding 2010 hourly rates for individual classifications of staff as indicated by the Rate Schedule. The SOQ shall also include 2010 hourly rates for the individual staff members who may work on projects for Brown County. Per-diem rates and equipment bill-out rates must also be included in your proposal. A resume shall be provided summarizing the experience of each person for whom hourly rates are included.

4. INDEPENDENT CONTRACTOR

The successful Proposer and its employees will at times act and perform as and be considered an Independent Contractor and in no sense shall they be considered employees, agents or volunteers of Brown County.

5. INSURANCE

The successful Proposer agrees that it will at all times during the term of the agreement, keep in force and effect insurance policies as outlined in Attachment "E".

6. NONDISCRIMINATION

In connection with the performance of work under this agreement, the successful Proposer agrees not to discriminate against any employees, applicant for employment, or actual or potential recipients of services because of age, race, religion, color, marital status, sexual orientation, sex, handicap, as defined in Section 504 and the American with Disabilities Act (ADA) developmental disability, or national origin.

7. ATTACHMENTS

- A. Scope of Services
- B. Designation of Confidential and Proprietary Information
- C. Addendum Acknowledgement
- D. Appeals
- E. Insurance Requirements

Attachment A

Scope of Services Brown County Project #1387

Scope of Services:

The Brown County Port & Solid Waste Department requires services in the following areas:

General Engineering and Consulting:

- Landfill design and construction
- Landfill leachate collection, pumping, and containment systems
- Landfill gas collection, processing, and combustion
- Final landfill cover systems and long term care activities
- Landfill Feasibility and Plan of Operation
- DNR solid waste and air permits and approvals
- Solid waste and recycling regional studies
- Groundwater data management and impact analysis
- Survey and construction staking
- Site construction documentation
- Recycling and solid waste transfer station design and operation

Attachment B

**Designation of Confidential and Proprietary Information
Brown County Project #1387**

The attached material submitted in response to project #1387 includes proprietary and confidential information which qualifies as a trade secret, as provided in s. 19.36(5) Wis. Stats., or is otherwise material that can be kept confidential under the Wisconsin Open Records Law. As such, we ask that certain pages, as indicated below, of this bid/proposal response be treated as confidential material and not be released without our written approval.

Prices always become public information when bids/proposals are opened, and therefore cannot be kept confidential.

Blanket labeling of confidential/proprietary information in headers/footers of documents will not be considered as confidential/proprietary.

Information cannot be kept confidential unless it is a trade secret. Trade secret is defined in s. 134.90(1)(c), Wis Stats. as follows: "Trade secret" means information, including formula, pattern, compilation, program, device, method, technique or process to which all of the following apply:

1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.
2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

We request the following pages not be released

Section	Page #	Topic

IN THE EVENT THE DESIGNATION OF CONFIDENTIALITY OF THIS INFORMATION IS CHALLENGED, THE UNDERSIGNED HEREBY AGREES TO PROVIDE LEGAL COUNSEL OR OTHER NECESSARY ASSISTANCE TO DEFEND THE DESIGNATION OF CONFIDENTIALITY AND AGREES TO HOLD BROWN COUNTY HARMLESS FOR ANY COSTS OR DAMAGES ARISING OUT OF THE COUNTY'S AGREEING TO WITHHOLD THE MATERIALS.

Failure to include this form in the bid/proposal response may mean that all information provided as part of the bid/proposal response will be open to examination and copying. The County considers other markings of confidential/proprietary in the bid/proposal document to be insufficient. The undersigned agrees to hold the County harmless for any damages arising out of the release of any materials unless they are specifically identified above.

Company Name _____

Authorized Representative _____
Signature

Authorized Representative _____
Type or Print

Date _____

Attachment C

**Addendum Sheet
Brown County Project #1387**

The undersigned acknowledges receipt of the following addendum:

Addendum #1 _____	Initials _____
Addendum #2 _____	Initials _____
Addendum #3 _____	Initials _____
Addendum #4 _____	Initials _____
Addendum #5 _____	Initials _____

The undersigned agrees with the following statement:

I have examined and carefully prepared the Bid/RFP from the plans and specifications and have checked the same in detail before submitting the Bid/RFP to Brown County. Attached is my listing of subcontractors along with their respective trades-if applicable.

Name _____
Signature

Date _____

If this Bid/RFP is assigned a project number all vendors are responsible to check for addendums, posted on our web site at www.co.brown.wi.us, for this project prior to the due date. No notification will be sent when addendums are posted unless there is an addendum within three business days of bid due date.

All vendors receiving initial notification of project and those who register as downloading the project off our web site will be notified, by Brown County, of all addendums issued with-in 3 business days prior to due date. If Bid/RFP has already been submitted, vendor is required to acknowledge receipt of addendum via fax or e-mail prior to due date. New Bid/RFP quote must be submitted by vendor if addendum affects costs.

Vendor's that do not have internet access are responsible to contact our purchasing department at 920-448-4039 to ensure receipt of addendums issued.

Bids/RFP's that do not acknowledge addendums may be rejected.

All Bids/RFP's submitted will be sealed. Envelopes are to be clearly marked with required information. Sealed Bids/RFP's that are opened by mistake due to inadequate markings on the outside may be rejected and returned to the vendor.

Attachment D

Appeals Project #1387

To: Vendors
RE: Brown County Appeals process

An appeal refers to a written request from a vendor for reconsideration of vendor selection on either a Bid/RFP.

Appeals may be submitted for the following purchases:

- a) The item is a public work project bid under Section 55.52 (29) and 66.29 of the Wisconsin Statutes, or
- b) The item price is \$5000 or more or the total order is \$10,000 or more, and
- c) Vendor selection was based on factual errors, or
- d) The lowest price vendor was not selected, or
- e) Failure by the county or its agents to adhere to the county's policies and procedures or other legal requirements.

Appeals shall be submitted in writing and should specify the factual error or policy, procedure or other legal requirement which has been violated. Vendor appeals are to be submitted to the Internal Auditor within 72 hours of receipt of rejection letter. Appeals not containing the necessary information or not filed on a timely basis shall be rejected by the Internal Auditor.

If the Internal Auditor determines that an appeal is valid, an appeals hearing shall be convened. A decision on all appeals will be rendered within 5 working days of the date upon which the request for appeal was received. All decisions of the Appeals Committee or Executive Committee shall be final.

Submit to: Brown County Internal Auditor
P.O. Box 23600
Green Bay, WI. 54305-3600.

Insurance Requirements

Project #1387

Vendor hereby agrees to release, indemnify, defend and hold harmless Brown County, their officials, officers, employees and agents from and against all judgments, damages, penalties, losses, costs, claims, expenses, suits, demands, debts, actions and/or causes of action of any type or nature whatsoever, including actual and reasonable attorney fees, which may be sustained or to which they may be exposed, directly or indirectly, by reason of personal injury, death, property damage, or other liability, alleged or proven, resulting from or arising out of the performance under this agreement by contractor, its officers, officials, employees, agent or assigns. Brown County does not waive, and specifically reserves, its right to assert any and all affirmative defenses and limitations of liability as specifically set forth in Wisconsin Statutes, Chapter 893 and related statutes.

Vendor, Contractor, Tenant, Provider, Organization or other (will be referred as Outside Contractor) shall provide and maintain at its own expense during the term of their agreement, the following insurance policies covering its operations hereunder are minimum requirements. Such insurance shall be provided on a primary basis by insurer(s) financially solvent and authorized to conduct business in the State of Wisconsin.

- (1) Worker's Compensation Insurance and Employers Liability.
State Statutory workers' compensation Limits
Employer Liability, \$100,000 each accident.
- (2) Comprehensive General Liability (Occurrence Form).
 - Products and Completed Operations
 - Personal Injury and Advertising Liability
 - Independent Contractors/ProtectiveLimits of Insurance \$1,000,000 per occurrence
\$1,000,000 aggregate
- (3) Business Automobile Liability. Business Automobile Liability covering all owned, hired, and non-owned vehicles.
Limits of Insurance \$1,000,000 per occurrence for bodily injury and property damage.
- (4) Excess/Umbrella Liability
Limit of Insurance \$1,000,000 per occurrence

The Outside Contractor agrees that the General Liability and Automobile Liability insurance policies shall be endorsed to name Brown County as additional insured's as respects: liability arising out of activities performed by or on behalf of the vendor/contractor; products and completed operations of

vendor/contractor; premises owned, occupied or used by vendor; or automobiles owned, leased, hired or borrowed by vendor. The coverage shall contain no special limitations on the scope of protection to the County.

Subcontractor

Subcontractors of the Outside Contractor shall also be in compliance with these requirements, including but not limited to, the submittal of a Certificate of Insurance that meet the same requirement outlined for the Outside Contractor.

Waiver of Subrogation

Insurers shall waive all subrogation rights against Brown County on all policies required under this requirement.

Cancellation Notice

Brown County will be given 30 days notice in advance of cancellation, non-renewal, or material change in coverage.

Proof of Insurance

A valid Certificate of Insurance shall be issued to "Brown County" prior to commencement of work and meeting the requirements listed to avoid any interruption of normal business services and transactions. Certificates must bear the signature of the insurer's authorized representative.

The insurance certificate must be issued by companies licensed to do business in the State of Wisconsin or signed by an agent by the State of Wisconsin.

The certificates of insurance shall include a provision prohibiting cancellation of said policies except upon 30 days prior written notice to the County.

The certificates of insurance shall include reference to the contract name or RFP number in the description section of the certificate.

The certificate of insurance will be delivered to Brown County prior to the execution of the contract.

Brown County
Department of Administration
P.O. Box 23600
305 E. Walnut Street
Green Bay, WI 54305-23600

Questions

If any of the insurance requirements cannot be met, please contact the Brown County Human Resource Risk Administration to explain what coverage's you are unable to obtain on your policy. Please provide information on what contracts you are bidding on or currently hired to work on.

Special considerations will be given if the required amounts cannot be met. This will only take place after an insurance waiver form is completed.

**** Brown County shall be named as an additional insured with respects to liability coverage's other than professional liability and will be given 30 days notice in advance of cancellation, non-renewal, or material change in coverage. A certificate of insurance evidencing such coverage's shall be placed on file with the County prior to commencement of work under this contract.****

Brown County
Port & Solid Waste

Solid Waste Area Budget Status Report

9/30/2009

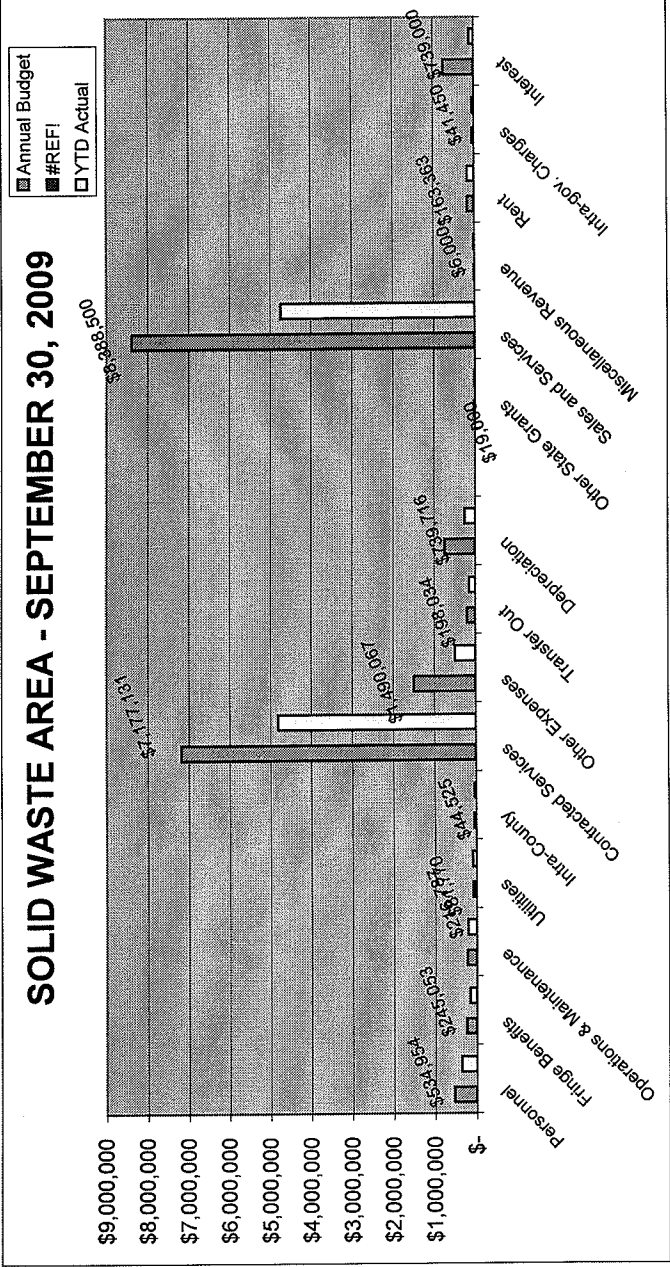
	Annual Budget	YTD Actual
Personnel	\$ 534,954	\$ 364,609
Fringe Benefits	\$ 245,053	\$ 160,341
Operations & Maintenance	\$ 216,787	\$ 201,105
Utilities	\$ 81,770	\$ 90,563
Intra-County	\$ 44,525	\$ 32,192
Contracted Services	\$ 7,177,131	\$ 4,805,251
Other Expenses	\$ 1,490,067	\$ 496,940
Transfer Out	\$ 198,034	\$ 148,525
Depreciation	\$ 739,716	\$ 249,231
Other State Grants	\$ 19,000	\$ 8,149
Sales and Services	\$ 8,388,500	\$ 4,737,355
Miscellaneous Revenue	\$ 6,000	\$ 18,124
Rent	\$ 163,363	\$ 161,619
Intra-gov. Charges	\$ 41,450	\$ 30,616
Interest	\$ 739,000	\$ 100,067

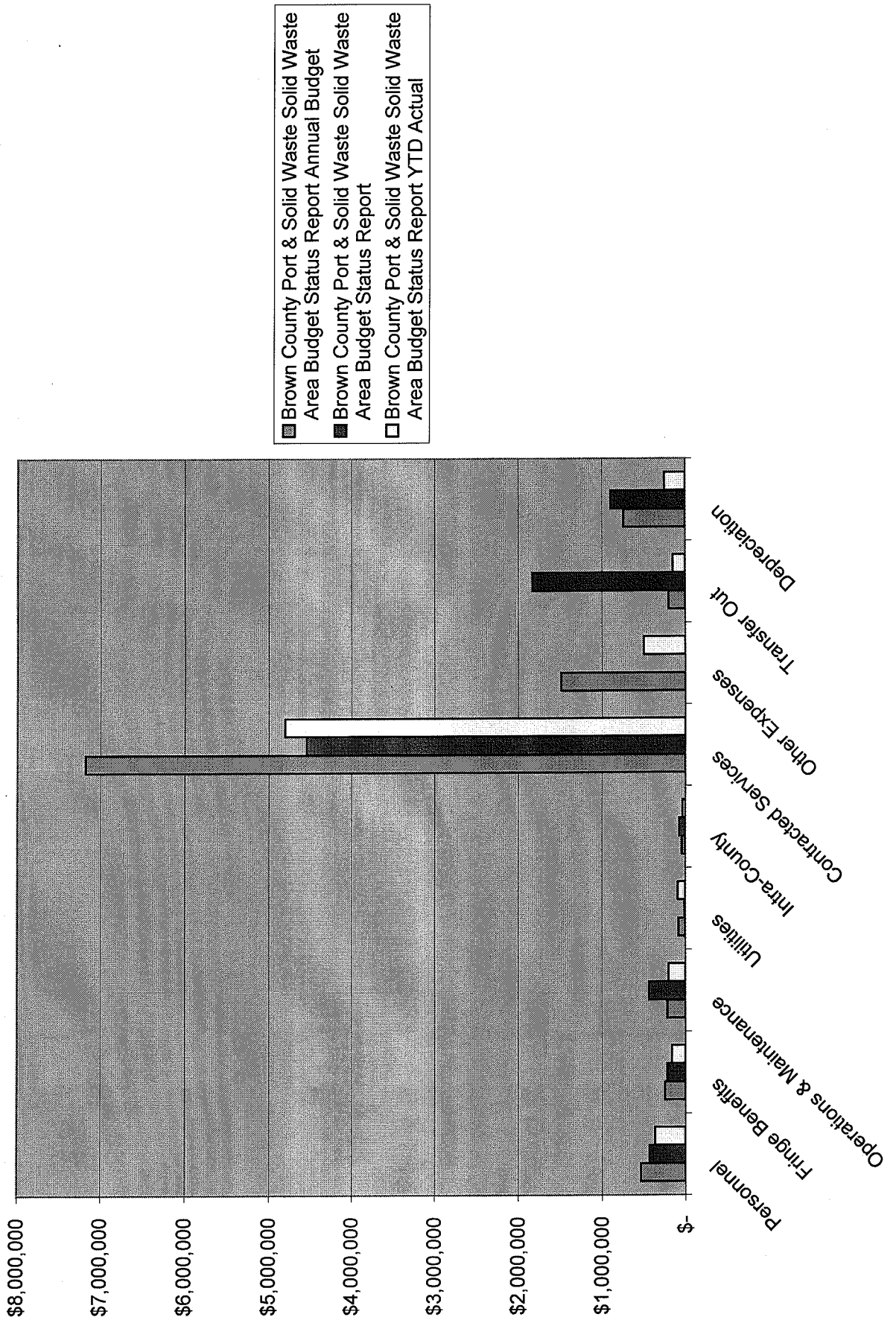
HIGHLIGHTS:

Expenses: Vehicle and Grounds Repairs are up due to MRF Front End Loader and building. Closure expenses have not yet been incurred for the year and no Recycling Rebate has been given due to poor materials markets.

Revenues: Sales of Recyclables has been low due to poor markets. Interest is lower than forecast in the 2009 Budget.

SOLID WASTE AREA - SEPTEMBER 30, 2009





Brown County
Port & Solid Waste
Port Area Budget Status Report
9/30/2009

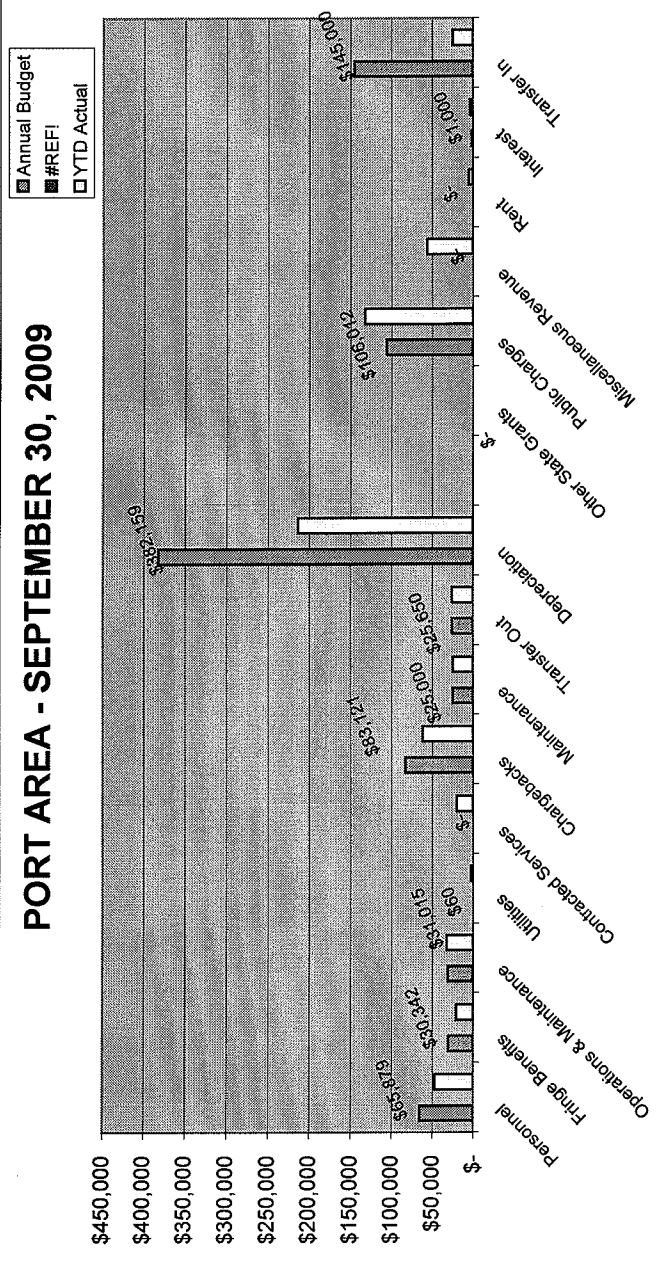
	Annual Budget	YTD Actual
Personnel	\$ 65,879	\$ 47,382
Fringe Benefits	\$ 30,342	\$ 20,822
Operations & Maintenance	\$ 31,015	\$ 32,372
Utilities	\$ 60	\$ 2,566
Contracted Services	\$ -	\$ 20,044
Chargebacks	\$ 83,121	\$ 62,048
Maintenance	\$ 25,000	\$ 25,000
Transfer Out	\$ 25,650	\$ 25,487
Depreciation	\$ 382,159	\$ 213,722
Other State Grants	\$ -	\$ -
Public Charges	\$ 106,012	\$ 132,297
Miscellaneous Revenue	\$ -	\$ 56,361
Rent	\$ -	\$ 4,751
Interest	\$ 1,000	\$ 3,737
Transfer In	\$ 145,000	\$ 25,000

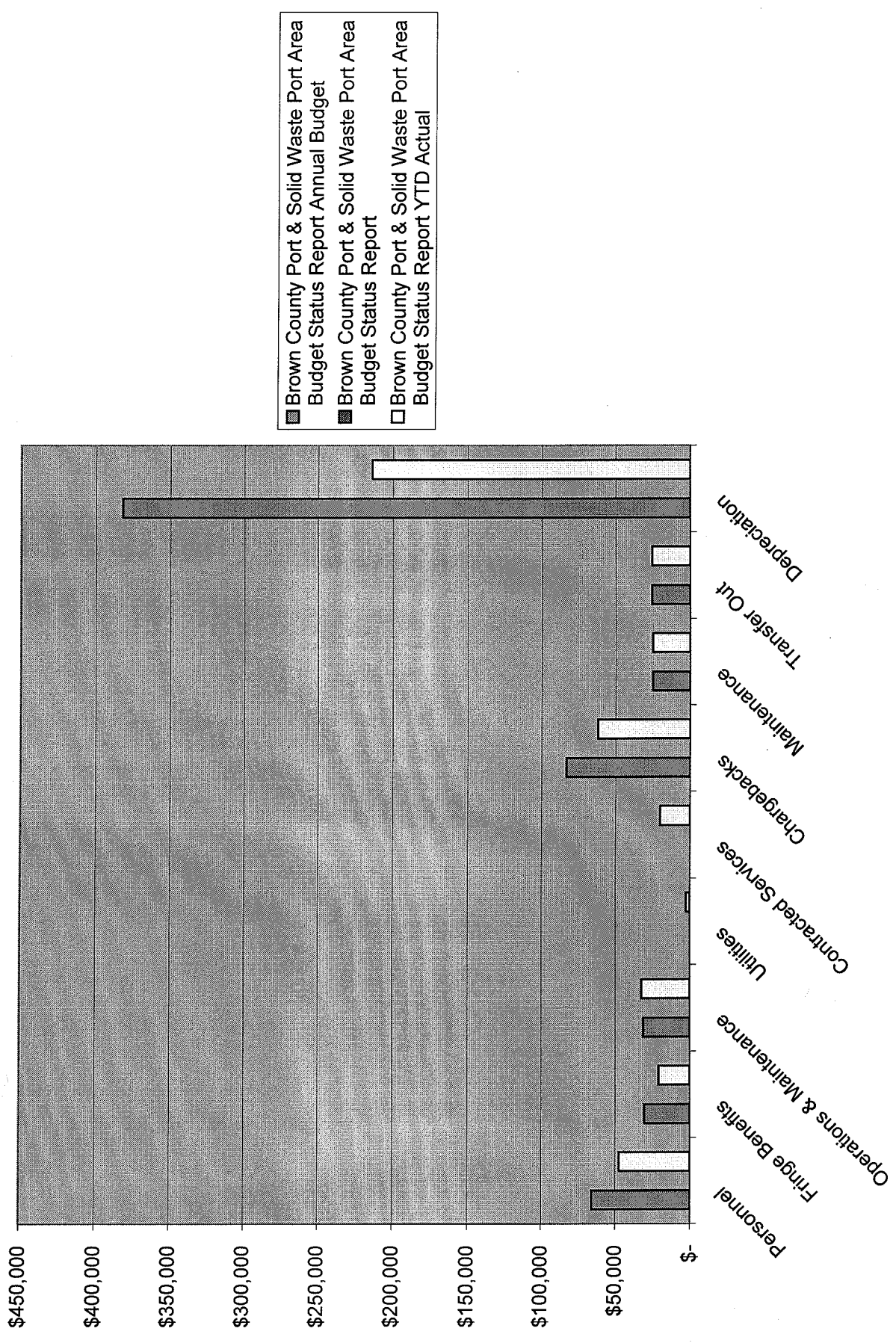
HIGHLIGHTS:

Expenses: Expenses have increased due to receiving and spending for a Port Security Grant, development efforts at the Bysby property and dredged material management at Bay Port Dredged Material Disposal Facility.

Revenues: Revenues have increased as a result of increased Tipping Fees for dredged material disposal at Bay Port, Bysby property rent and the Port Security Grant.

PORT AREA - SEPTEMBER 30, 2009





**STAFF REPORT TO THE
BROWN COUNTY BOARD OF SUPERVISORS
PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE**

**Progress on the
CTH GV Reconstruction Project Study**

Brown County Planning Commission and Highway Department
November 23, 2009

The following tasks were completed between October 21 and November 16, 2009, for the CTH GV Reconstruction Project Study:

Examine the land uses that are planned for the project corridor.

- Brown County Planning Commission (BCPC) staff is continuing its examination of the area's land use plans to estimate future traffic volumes, trip origins, and trip destinations.

Identify the amount of developable land for each parcel along the project corridor.

- BCPC staff continues to work with the communities to complete this task.

Use the developable land, planned land use, and other information to calculate appropriate assessments for property owners along the project corridor.

- Bellevue and Ledgeview continue to consider assessment options for the corridor.

Identify the sections of CTH GV that require patching or other spot improvements prior to the reconstruction project.

- The Highway Department is in the process of identifying and fixing sections of CTH GV that require patching or other spot improvements.

Proceed with right-of-way acquisition and utility installation along the east side of the CTH GV corridor and around the CTH G intersection.

- The Highway Department expects to begin buying right-of-way for a roundabout at the CTH GV/CTH G intersection at the end of November of 2009, and additional right-of-way will be purchased after the corridor's design is finalized.

Identify the likely location of a new Fox River bridge and street/highway corridor through the Environmental Impact Statement (EIS) process.

- BCPC staff posted the draft EIS Alternatives Identification and Analysis report on the BCPC website. To view the report:
 - Log onto the Brown County Planning and Land Services Department website. The website can be found at www.co.brown.wi.us/planning.
 - Click on **Transportation** on the left side of the Planning website.

- Select the **Environmental Impact Statement (EIS) for Southern Brown County** link on the Transportation page.

- Select the **Draft EIS Alternatives Identification and Analysis Document** link.

- BCPC and Brown County Highway Department staff spoke to the Ledgeview Business Association about the EIS and the CTH GV reconstruction project.

Apply for and receive the necessary permits from the appropriate state and federal environmental agencies.

- The Brown County Highway Department will apply for the permits as the highway is being designed.

Determine if the reconstructed highway should be four lanes or if another design would be more appropriate.

- This task will be completed at the end of the study.

Monitor the progress of the FEMA floodway/floodplain mapping project and use this information to finalize the highway's design.

- The FEMA floodway/floodplain mapping project is finished, and this information will be used by the Highway Department to finalize the highway's design.

A chart showing staff's progress between October 21 and November 16, 2009, is attached to this report.

Status of CTH GV Reconstruction Project Study Tasks: November 23, 2009

<u>Status</u>	<u>Task</u>	<u>Responsible Parties</u>	<u>March 2009</u>	<u>April 2009</u>	<u>May 2009</u>	<u>June 2009</u>	<u>July 2009</u>	<u>August 2009</u>	<u>Sept 2009</u>	<u>Oct. 2009</u>	<u>Nov. 2009</u>	<u>Dec. 2009</u>	<u>Jan. 2010</u>
Completed	Receive written postponement agreements from Bellevue and Ledgeview.	BCPC, Bellevue, & Ledgeview											
Completed	Consult with WisDOT concerning use of CTH GV as detour during STH 172 project.	BCPC & BC Highway											
In Progress	Examine the land uses planned for CTH GV corridor.	BCPC, Bellevue, & Ledgeview											
In Progress	Identify the amount of developable land for each parcel along CTH GV corridor.	BCPC, Bellevue, & Ledgeview											
In Progress	Calculate appropriate assessments for property owners along CTH GV corridor.	Bellevue & Ledgeview											
In Progress	Identify sections of CTH GV that require patching or other spot improvements.	BC Highway											
Starting Soon	Proceed with ROW acquisition and utility installation.	BC Highway											
In Progress	Identify likely location of new Fox River bridge & street/highway corridor through EIS process.	BCPC											
Starting Soon	Apply for and receive permits from state and federal environmental agencies.	BC Highway											
At End of Study	Determine if design of CTH GV should continue to be four lanes.	BCPC, BC Highway, Bellevue, & Ledgeview											
At End of Study	Use completed FEMA floodway/floodplain maps to finalize design of CTH GV.	BC Highway											

Brown County

Planning

Budget Status Report

9/30/2009

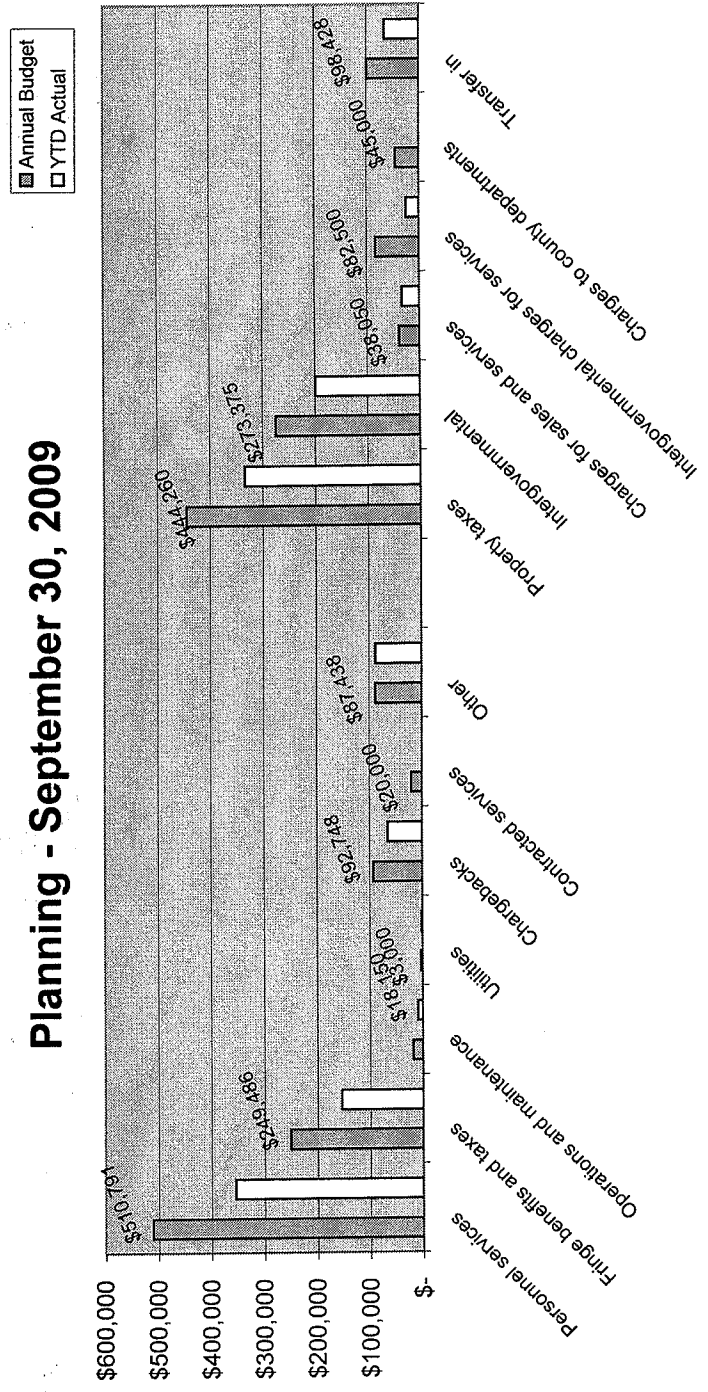
	Annual Budget	YTD Actual
Personnel services	\$ 510,791	\$ 354,035
Fringe benefits and taxes	\$ 249,486	\$ 154,128
Operations and maintenance	\$ 18,150	\$ 9,336
Utilities	\$ 3,000	\$ 1,742
Chargebacks	\$ 92,748	\$ 65,142
Contracted services	\$ 20,000	\$ -
Other	\$ 87,438	\$ 87,438
Property taxes	\$ 444,260	\$ 333,198
Intergovernmental	\$ 273,375	\$ 198,843
Charges for sales and services	\$ 38,050	\$ 33,397
Intergovernmental charges for services	\$ 82,500	\$ 24,303
Charges to county departments	\$ 45,000	\$ -
Transfer in	\$ 98,428	\$ 65,593

HIGHLIGHTS:

Expenditures: Other expenditures to date is at the annual budget allocation but reflects a once per year payment for Bay-Lake Regional Planning Commission and Northeast Wisconsin Stormwater Consortium. All other categories are near budget.

Revenues: Charges to county departments does not reflect revenue from work performed for the EIS for the Southern Bridge and Arterial. All other categories are near budget.

Planning - September 30, 2009



Brown County
Property Listing
Budget Status Report
9/30/2009

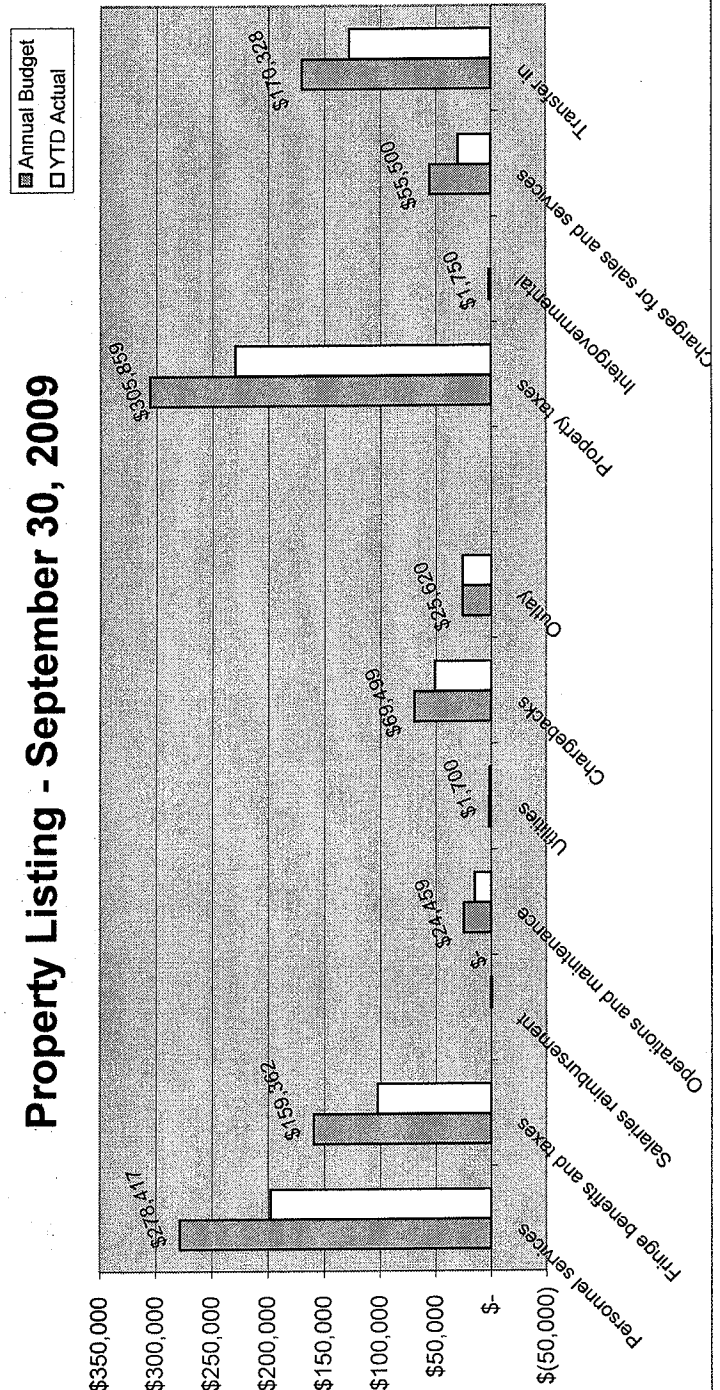
	Annual Budget	YTD Actual
Personnel services	\$ 278,417	\$ 197,709
Fringe benefits and taxes	\$ 159,362	\$ 102,147
Salaries reimbursement	\$ -	\$ (605)
Operations and maintenance	\$ 24,459	\$ 14,843
Utilities	\$ 1,700	\$ 1,270
Chargebacks	\$ 69,499	\$ 50,739
Outlay	\$ 25,620	\$ 25,645
Property taxes	\$ 305,859	\$ 229,392
Intergovernmental	\$ 1,750	\$ -
Charges for sales and services	\$ 55,500	\$ 29,671
Transfer in	\$ 170,328	\$ 127,746

HIGHLIGHTS:

Expenditures: Two of our employees have taken voluntary unpaid leave which has reduced the salaries and fringe benefits expenses.

Revenues: Land division review revenue is down but has experienced some recent gains. We will see higher revenue than projected from WisDOT corner reimbursement due to a new contract we recently undertook.

Property Listing - September 30, 2009



Brown County

Zoning

Budget Status Report

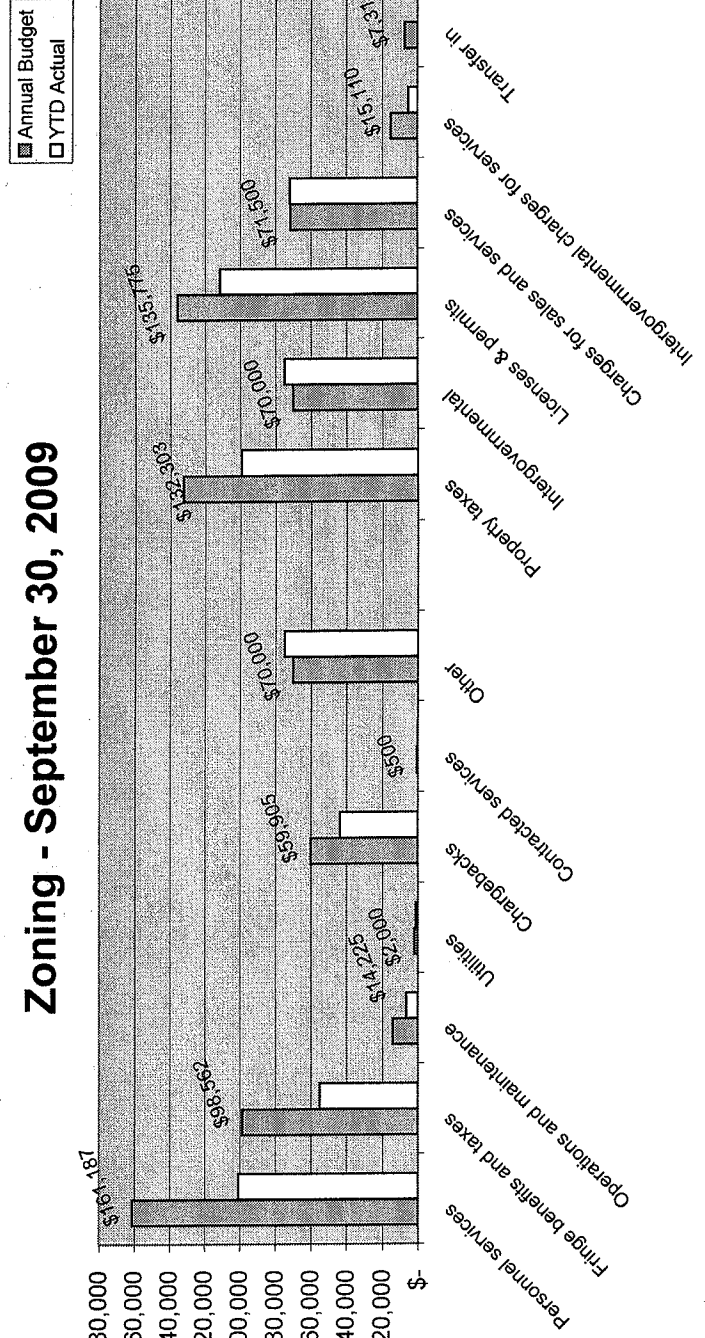
9/30/2009

	Annual Budget	YTD Actual
Personnel services	\$ 161,187	\$ 100,729
Fringe benefits and taxes	\$ 98,562	\$ 54,917
Operations and maintenance	\$ 14,225	\$ 6,698
Utilities	\$ 2,000	\$ 1,134
Chargebacks	\$ 59,905	\$ 43,609
Contracted services	\$ 500	\$ 245
Other	\$ 70,000	\$ 74,899
Property taxes	\$ 132,303	\$ 99,225
Intergovernmental	\$ 70,000	\$ 74,899
Licenses & permits	\$ 135,775	\$ 111,395
Charges for sales and services	\$ 71,500	\$ 71,688
Intergovernmental charges for services	\$ 15,110	\$ 5,352
Transfer in	\$ 7,311	\$ -

HIGHLIGHTS:

Expenditures: All categories are at or near budget expectations.

Revenues: Permits and public charges are progressing at our anticipated rate.

Zoning - September 30, 2009

Brown County Highway
Budget to Actual State Billing
2009

Maintenance	Description	January	February	March	April	May	June	July	August	September	October	November	December	Total	Contract	Remaining	% Used
0005-01-40	Admin Non Patrol Supervision	-	-	-	102,773.04	-	-	-	2,764.61	6.15	-	-	-	105,543.80	179,500.00	73,956.20	58.80%
0005-01-01	Roadway Asphalt Maintenance	769.88	5,819.74	7,300.48	27,302.86	25,947.45	1,116.31	1,978.16	2,790.08	30,311.98	83,626.27	-	-	184,452.21	171,100.00	(13,352.21)	107.80%
0005-01-03	Roadway Concrete Maintenance	14,800.96	42,238.31	28,314.89	12,647.87	18,617.14	12,203.62	9,996.60	6,697.60	18,491.91	39,407.77	-	-	203,416.67	212,300.00	8,883.33	95.82%
0005-01-04	Roadway Concrete Maintenance-I43	6,883.36	8,574.93	4,405.62	2,332.08	2,884.87	10,901.77	505.54	964.06	2,161.51	11,468.67	-	-	51,082.41	95,000.00	43,917.59	53.77%
0005-01-05	Roadway Shoulder Maintenance	-	-	1,371.71	16,036.82	1,894.90	-	-	2,848.87	1,038.99	12,068.81	-	-	35,250.10	30,000.00	(5,250.10)	117.50%
0005-01-06	Roadway Shoulder Maintenance-I43	-	-	-	-	435.45	-	-	-	-	-	-	-	435.45	5,000.00	4,564.55	87.1%
0005-01-31	Roadway Facility Maintenance	268.91	2,704.53	4,669.17	16,812.27	26,166.65	9,334.07	7,788.22	18,439.18	7,047.16	21,151.47	-	-	112,381.63	107,000.00	(5,381.63)	105.03%
0005-01-32	Roadway Facility Maintenance-I43	76.45	1,513.29	98.93	4,057.57	6,142.07	2,210.63	969.19	4,024.89	1,874.40	2,459.31	-	-	23,426.73	40,000.00	16,573.27	58.57%
0005-01-33	Roadside Vegetation	7,655.62	13,600.86	15,291.59	15,623.48	53,465.64	24,819.48	19,393.72	44,113.60	36,192.95	23,948.93	-	-	254,105.87	279,300.00	25,194.13	90.98%
0005-01-34	Roadside Vegetation-I43	1,065.18	3,086.71	3,004.38	5,426.31	15,457.55	3,438.28	2,871.94	1,888.94	1,254.22	9,003.25	-	-	52,862.25	101,800.00	48,937.75	51.93%
0005-01-07	Roadway Routine Misc.	-	-	217.15	13,551.29	11,623.68	5,195.24	6,524.55	4,527.14	4,812.99	9,003.25	-	-	55,455.29	107,800.00	52,344.71	51.44%
0005-01-08	Routine Misc-I43	-	-	212.98	462.12	6,705.23	1,692.55	1,175.86	1,563.00	855.17	1,865.19	-	-	14,532.10	86,600.00	72,067.90	16.78%
0005-01-11	Winter Maintenance	260,879.92	138,034.03	142,847.59	26,713.02	3,987.00	91.41	-	-	301.18	11,083.88	-	-	583,938.03	1,145,000.00	561,061.97	51.00%
0005-01-12	Winter Maintenance-I43	49,583.58	34,051.01	40,359.07	4,157.95	236.86	7,712.16	18,766.52	18,862.71	31,127.29	33,315.78	-	-	190,321.90	256,600.00	126,278.10	50.79%
0005-01-21	Routine Bridge	389.00	503.32	377.49	1,490.22	7,205.56	3,633.40	718.46	12,066.58	5,367.75	3,885.96	-	-	119,750.05	111,000.00	(8,750.05)	107.88%
0005-01-22	Routine Bridge-I43	389.00	503.32	661.16	665.67	890.93	3,633.40	718.46	12,066.58	5,367.75	3,885.96	-	-	28,782.23	55,000.00	26,217.77	52.33%
0005-01-24	Bridge-Lift	11,580.49	13,948.29	-	2,398.29	17,827.23	428.88	2,668.62	82.08	190.64	-	-	-	49,125.52	31,200.00	(17,925.52)	157.45%
0005-01-41	Admin Patrol Supervision	10,783.82	10,002.27	9,337.11	12,392.18	15,943.37	10,422.56	9,381.43	7,666.33	10,467.07	16,041.24	-	-	112,437.38	127,100.00	14,662.62	88.46%
0005-01-42	Admin Contingency Reserve	-	-	626.61	-	-	-	-	-	-	-	-	-	-	167,100.00	167,100.00	0.00%
0005-01-51	Local Defered/Altoez/Asm/Mason	206.00	111.79	3,960.00	1,192.26	15,316.42	2,589.13	1,511.76	565.85	-	1,052.77	-	-	26,505.98	29,400.00	2,894.02	90.16%
0005-01-61	Sign Repairs	-	-	-	-	-	-	-	89.89	-	196.68	-	-	286.57	29,000.00	28,713.43	0.99%
0005-01-62	Sign Repairs-I43	-	-	-	-	-	-	-	-	-	76.97	-	-	76.97	6,000.00	5,923.03	1.28%
* Includes 3 payperiods		365,332.17	274,692.40	283,055.93	266,037.30	230,748.00	95,789.49	84,251.57	138,822.21	152,236.08	273,830.60	-	-	2,144,189.14	3,372,800.00	1,228,610.86	63.57%
0005-98-20	Traffic Signing	1,488.26	6,216.16	3,714.16	959.60	3,473.60	533.49	-	2,792.05	3,250.09	7,298.67	-	-	29,726.08	70,500.00	40,773.92	-
0005-98-10	Pavement Marking	-	-	-	-	-	-	-	1,279.00	26,821.72	215.10	-	-	28,315.82	-	(28,315.82)	-
0031-01-31	Keweenaw County-Culvert Steaming	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
0038-01-51	Marquette Bridge	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
0005-83-81	Security Fence	-	-	-	-	-	-	-	-	334.38	-	-	-	-	-	(334.38)	-
0015-01-11	Door County	2,589.26	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
0005-83-41	Shoulder Surface	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
0005-83-14	Asphaltic repair	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
0070-01-11	Winnipeg Co-Haul Salt	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
0044-83-11	Outagamie Bridge Decks	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
0005-83-15	Asphaltic repair	4,077.52	6,216.16	3,714.16	959.60	3,473.60	533.49	-	4,071.05	30,406.19	7,513.77	-	-	60,965.54	70,500.00	9,534.46	-
Total		369,409.69	280,908.56	286,770.09	266,996.90	234,221.60	96,322.98	84,251.57	142,893.26	182,642.27	281,344.37	-	-	2,205,134.68	3,443,300.00	1,238,165.32	-

Construction	Description	January	February	March	April	May	June	July	August	September	October	November	December	Total	Contract
0077-03-00	Misc Damage Claims	21,921.09	42,030.33	57,785.30	39,637.36	34,769.41	13,516.88	5,623.34	14,683.16	11,563.12	30,574.84	-	-	272,114.83	-
0077-03-33	Misc Damage Claims-I43 Fire	-	-	-	-	-	-	-	7,787.78	-	2,867.67	-	-	10,655.45	-
1211-18-71	Snow Removal-STH 172	8,944.54	48.59	-	-	-	-	-	-	-	-	-	-	10,317.19	-
4075-32-60	Crack Filling-STH 96	-	-	-	-	21,853.34	-	-	-	-	-	-	-	27,853.34	5,000.00
1150-42-60	Bird Netting	-	-	-	-	7,598.10	713.33	-	-	-	-	-	-	8,311.43	-
0015-01-24	Door County Lift Bridge	-	-	-	-	19.76	45.06	-	-	-	576.04	-	-	640.86	-
0072-40-36	29-Traffic Control	-	-	-	-	-	90.61	-	261.94	-	1,186.20	-	-	1,540.75	600.00
0092-43-03	-	-	-	-	-	-	-	452.56	1,518.14	-	-	-	-	1,970.70	-
1480-08-78	-	-	-	-	-	-	-	-	137.14	-	-	-	-	137.14	-
Total		30,865.63	42,078.92	57,785.30	39,637.36	71,564.67	14,365.88	6,075.90	24,136.22	16,750.26	35,006.75	-	-	338,466.89	-

BROWN COUNTY HIGHWAY
BUDGET TO ACTUAL-2009
SHOP AND BUILDING COSTS

OPERATION OF SHOP-2009

	BUDGET	24-Jan-09	21-Feb-09	21-Mar-09	18-Apr-09	30-May-09	27-Jun-09	25-Jul-09	22-Aug-09	19-Sep-09	31-Oct-09	28-Nov-09	31-Dec-09	Percentage of Budget
5323-300 Indirect Labor	240,000	15,339	34,180	53,053	66,970	93,319	111,680	128,307	144,863	160,431	193,816	-	-	80.76%
5323-301 Training	10,000	-	-	142	4,159	7,680	7,713	8,204	8,237	8,329	8,329	-	-	83.29%
5323-302 Shop Supplies	94,000	5,978	10,873	19,265	26,585	33,757	40,335	45,496	50,251	55,019	63,743	-	-	67.81%
5323-303 Shop Tools	21,000	2,092	4,372	5,152	6,074	7,691	7,691	8,616	9,096	9,920	9,920	-	-	47.24%
5323-304 Tool Allow	15,000	3,985	4,391	5,013	5,398	6,235	7,045	7,437	8,945	9,567	10,379	-	-	69.19%
5323-305 First Aid/Safety	18,000	65	449	1,478	2,031	3,491	4,425	4,811	5,354	5,700	6,584	-	-	36.58%
5323-307 Maint Shop Equip	10,000	446	1,028	2,805	3,884	5,630	6,502	6,661	6,853	7,509	9,669	-	-	96.69%
5323-310 Telephone	7,000	-	99	619	1,130	2,081	2,638	3,148	3,235	3,723	4,674	-	-	66.77%
Service Truck	55,000	4,400	8,800	13,750	17,600	23,100	27,500	31,900	35,750	39,050	45,832	-	-	83.33%
Credits	(12,000)	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Depreciation	15,000	1,200	2,400	3,750	4,800	6,300	7,500	8,700	9,750	10,650	12,500	-	-	83.33%
Stockroom Credit	(10,000)	(2,278)	(4,469)	(7,526)	(8,652)	(9,841)	(11,170)	(12,023)	(13,247)	(14,033)	(17,156)	-	-	171.56%
Total	463,000	31,227	62,123	97,501	129,979	179,443	211,859	241,257	268,997	295,041	348,289	-	-	75.22%

83% X estimate

OPERATION OF BUILDINGS

5327-701 Indirect Labor	76,000	-	69	69	69	69	69	69	69	69	703	-	-	0.93%
5327-702 Cleanup/Lockup	60,000	3,107	7,404	11,694	15,576	20,156	24,955	29,356	33,897	37,514	40,665	-	-	67.78%
5327-703 Cleaning Supplies	9,500	1,220	1,573	1,573	1,573	2,933	2,944	3,552	3,975	4,873	5,046	-	-	53.12%
5327-704 Bldg Mt-Labor	90,000	13,579	23,637	33,965	42,034	51,156	54,823	59,251	64,307	66,043	74,468	-	-	82.74%
5327-705 Bldg Mt-Material	80,000	964	2,389	5,026	6,405	13,286	13,954	15,332	22,242	23,318	24,804	-	-	31.01%
5327-711 Bldg Mt-Machinery	3,000	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
5327-708 Heat	95,000	3,167	20,674	35,923	39,507	47,886	48,159	48,327	48,484	48,666	49,549	-	-	52.16%
5327-709 Light/Power	45,000	605	4,341	8,878	10,013	16,592	19,487	22,656	25,569	28,570	31,742	-	-	70.54%
5327-710 Water	9,000	-	-	653	1,831	2,372	3,855	4,939	5,511	6,855	7,775	-	-	86.39%
5327-712 Fire Protection	4,500	47	94	150	150	150	225	225	225	422	422	-	-	9.38%
Salt Storage Cr.	(20,000)	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Credit Building Admin	(22,000)	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Credit-State/Co	(90,000)	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Depreciation	110,000	8,800	17,600	27,500	35,200	46,200	55,000	63,800	71,500	78,100	91,663	-	-	83.33%
Insurance	8,000	640	1,280	2,000	2,560	3,360	4,000	4,640	5,200	5,680	6,666	-	-	83.33%
Admin/Eng/Traf Cr	-	-	-	-	-	-	-	-	-	-	-	-	-	#DIV/0!
Electrician/w credit at 5327-713	(28,000)	-	-	-	-	-	-	-	-	-	-	-	-	26.64%
Total	518,000	35,338	88,661	136,917	164,404	213,646	236,957	261,666	290,511	311,933	346,485	-	-	66.89%

BROWN COUNTY HIGHWAY
BUDGET TO ACTUAL-2009
COUNTY MAINTENANCE COSTS

CTH MAINTENANCE-2009

	BUDGET	SUMMER												Percentage of Budget
		24-Jan-09	21-Feb-09	21-Mar-09	18-Apr-09	30-May-09	27-Jun-09	25-Jul-09	22-Aug-09	19-Sep-09	31-Oct-09	28-Nov-09	31-Dec-09	
SURFACE MAINT														
5331-100-11	740,000	37,642	104,076	183,198	255,768	325,171	360,711	371,608	388,136	450,096	562,733	-	-	76.05%
5331-100-12	270,000	-	1,513	1,652	11,788	66,233	93,379	114,483	156,792	234,524	245,305	-	-	90.85%
5331-100-13	240,000	-	2,551	2,881	3,791	18,529	60,423	116,724	151,834	163,116	193,678	-	-	80.70%
5331-100-14	35,000	260	1,039	2,347	10,804	15,351	15,489	15,739	15,739	19,299	19,430	-	-	55.51%
5331-100-15	300,000	73	6,815	23,439	30,483	114,444	150,275	179,722	264,590	302,951	313,080	-	-	104.36%
5331-100-16	300,000	551	1,360	5,001	25,719	60,652	83,255	107,801	128,066	147,531	180,163	-	-	60.05%
Total	1,885,000	38,526	117,354	218,518	338,353	600,380	763,532	906,077	1,105,157	1,317,517	1,514,389	-	-	80.34%
WINTER														
370,611														
DRIFT PREVENTION														
5331-200-21	110,000	1,418	1,683	7,069	16,528	16,866	16,866	16,866	16,866	16,866	16,866	-	-	15.33%
Storage	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	-	-	100.00%
Apply Chloride	280,000	65,099	129,213	160,172	163,947	163,947	163,947	163,947	163,947	163,947	163,947	-	-	58.55%
Blading & Plowing	850,000	249,032	415,186	581,232	596,883	599,181	599,345	599,345	599,345	599,345	603,507	-	-	71.00%
Total	1,260,000	335,549	566,082	768,473	797,358	799,994	800,158	800,158	800,158	800,158	804,320	-	-	63.83%
455,680														
MAINT SURFACING														
5331-400	250,000	15,037	30,376	43,544	58,213	85,029	98,765	112,828	130,420	150,723	183,037	-	-	73.21%
Engineering	220,000	15,081	35,125	50,223	80,039	102,315	113,432	120,286	130,467	146,109	168,898	-	-	76.77%
Signing	100,000	5,115	13,355	21,531	27,356	37,882	43,577	52,954	60,279	64,382	75,321	-	-	75.32%
Traffic Signal Mt	235,000	-	-	121	121	19,595	38,631	55,657	67,434	72,718	235,000	-	-	100.00%
Pavement Marking *	Total	409,308	762,292	1,102,410	1,301,440	1,645,195	1,858,095	2,047,960	2,293,915	2,551,607	2,980,965	-	-	75.47%
969,035														
*Paint supplies for county get turned in at year end														
ESTIMATE														

BROWN COUNTY HIGHWAY
BUDGET TO ACTUAL-2009
MACHINERY EXPENSE

OPERATION OF MACHINERY-2009

	BUDGET	24-Jan-09	21-Feb-09	21-Mar-09	18-Apr-09	30-May-09	27-Jun-09	25-Jul-09	22-Aug-09	19-Sep-09	31-Oct-09	28-Nov-08	31-Dec-09	Percentage of Budget
Gasoline	45,000	11,011	12,579	14,313	16,461	19,230	21,956	23,840	25,948	28,681	33,442	-	-	74.32%
Diesel Fuel	900,000	52,476	101,339	148,631	169,044	198,479	242,053	283,343	321,976	352,570	400,714	-	-	44.52%
Kerosene	2,000	-	23	235	1,075	1,313	1,313	1,560	1,560	1,609	1,609	-	-	80.45%
Motor Oil	30,000	2,103	3,191	4,808	5,486	6,724	7,943	8,968	10,132	10,760	12,084	-	-	40.28%
Grease	5,000	869	1,159	1,159	1,527	1,769	1,892	1,892	1,937	1,990	2,198	-	-	43.96%
Anti-Freeze	3,000	87	124	138	408	410	465	484	603	696	747	-	-	24.90%
Repair Labor	900,000	71,454	138,258	215,394	272,107	345,417	393,267	432,961	465,048	502,584	580,382	-	-	64.49%
Repair Material	600,000	43,828	87,408	154,353	212,425	255,013	314,237	345,667	380,214	408,347	486,220	-	-	81.04%
Iron	20,000	-	487	652	996	1,268	1,315	1,315	1,361	1,390	1,519	-	-	7.60%
Equip Paint	8,500	218	583	1,473	1,910	2,237	2,421	2,585	3,200	3,273	3,379	-	-	39.75%
Tire/Tubes	50,000	7,343	14,154	19,410	23,292	33,750	39,068	44,145	48,982	54,038	60,029	-	-	120.06%
Batteries	7,000	431	431	654	794	1,483	2,044	2,700	3,408	3,670	5,725	-	-	81.79%
Equip Rental	-	-	-	-	-	-	-	-	6,000	6,000	6,000	-	-	#DIV/0!
Overhead	981,000	78,480	156,960	245,250	313,920	412,020	490,500	568,980	637,650	696,510	817,467	-	-	83.33%
Depreciation	680,000	54,400	108,800	170,000	217,600	285,600	340,000	394,400	442,000	482,800	566,644	-	-	83.33%
Insurance	44,000	3,520	7,040	11,000	14,080	18,480	22,000	25,520	28,600	31,240	36,665	-	-	83.33%
Total	4,275,500	326,220	632,536	987,470	1,251,125	1,563,193	1,880,474	2,138,360	2,378,319	2,586,158	3,014,825	-	-	70.51%

Estimate Budget Target 71%

XX Estimate

Revenue	388,939	755,863	1,105,697	1,311,278	1,591,027	1,907,611	2,206,914	2,503,698	2,745,643	3,066,197	-	-	-
Estimated Gain (Loss)	62,719	123,327	118,227	60,153	7,834	27,137	68,554	125,379	159,485	51,373	-	-	-

BROWN COUNTY HIGHWAY
COUNTY AID BRIDGE CONSTRUCTION
ANALYSIS FOR YEAR 2009

Balance 1/1/2009	County Levy	District Levy	Total Available	2009 Expenditures	Balance 12/31/2009
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TOWN

Eaton	24,000.00	12,000.00	12,000.00	48,000.00	22,672.90	25,327.10
Glenmore	131,059.28	10,000.00	10,000.00	151,059.28	10,528.88	140,530.40
Green Bay	117,519.92	20,000.00	20,000.00	157,519.92	32,484.76	125,035.16
Holland	398,003.02	-	-	398,003.02	19,237.22	378,765.80
Humboldt	29,053.68	15,000.00	15,000.00	59,053.68	-	59,053.68
Lawrence	118,099.75	10,000.00	10,000.00	138,099.75	-	138,099.75
Ledgeview	222,927.35	4,000.00	4,000.00	230,927.35	-	230,927.35
Morrison	58,586.11	5,000.00	5,000.00	68,586.11	-	68,586.11
New Denmark	99,037.16	1,000.00	1,000.00	101,037.16	90,046.26	10,990.90
Pittsfield	213,745.48	20,000.00	20,000.00	253,745.48	8,016.11	245,729.37
Rockland	141,321.16	15,000.00	15,000.00	171,321.16	69,006.51	102,314.65
Scott	68,956.18	-	-	68,956.18	-	68,956.18
Wrightstown	576,702.39	50,000.00	50,000.00	676,702.39	-	676,702.39

VILLAGE

Ashwaubenon	255,208.87	-	-	255,208.87	-	255,208.87
Bellevue	144,817.25	55,000.00	55,000.00	254,817.25	-	254,817.25
Howard	430,387.02	70,000.00	70,000.00	570,387.02	-	570,387.02
Hobart	69,712.49	-	-	69,712.49	-	69,712.49
Suamico	492,492.50	22,000.00	22,000.00	536,492.50	29,368.31	507,124.19

TOTAL	3,591,629.61	309,000.00	309,000.00	4,209,629.61	281,360.95	3,928,268.66
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BROWN COUNTY HIGHWAY
BUDGET TO ACTUAL-2009
ADMIN/SUPERVISION

ADMINISTRATION/SUPERVISION 2009

BUDGET		24-Jan-09	21-Feb-09	21-Mar-09	18-Apr-09	30-May-09	27-Jun-09	25-Jul-09	22-Aug-09	19-Sep-09	31-Oct-09	28-Nov-09	31-Dec-09	Percentage of Budget
ADMINISTRATION														
Office Salaries	5311-101	19,090	45,508	65,338	87,890	120,353	143,567	162,736	185,082	210,933	247,829	-	-	75.18%
Travel-Staff	5311-102	-	215	215	221	228	228	228	228	228	279	-	-	55.80%
Office Supplies	5311-104	-	645	979	2,136	2,577	2,718	3,398	3,481	3,481	3,565	-	-	59.42%
Postage	5311-106	71	71	71	71	1,071	1,071	1,071	1,071	1,071	1,129	-	-	37.63%
Machine Mt/Deprec	5311-107	320	640	1,000	1,280	1,680	2,000	2,320	2,600	2,840	3,333	-	-	83.33%
Building Exp	5311-108	1,280	2,560	4,000	5,120	6,720	8,000	9,280	10,400	11,360	13,333	-	-	83.33%
Publication	5311-109	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
Bid Advertising	5311-110	-	123	123	123	123	200	200	200	200	200	-	-	40.00%
Setback Admin	5311-113	-	-	-	-	-	-	-	-	-	77	-	-	38.50%
Telephone	5311-105	36	47	266	473	892	1,138	1,351	1,355	1,560	2,000	-	-	50.00%
Data Processing	5311-111	7,808	15,616	24,401	31,233	40,993	48,802	56,610	63,442	69,298	81,333	-	-	83.33%
Indirect Cost	5311-116	11,757	23,514	35,196	46,878	58,560	70,242	81,924	93,606	105,288	116,970	-	-	82.91%
Total		40,362	88,939	131,589	175,425	233,197	277,966	319,118	361,465	406,259	470,048	-	-	77.98%
SUPERVISION														
Salaries/Fringe	5319-100	17,704	35,853	55,474	77,447	107,970	128,922	146,958	166,752	184,891	221,878	-	-	52.29%
Car Expense	5319-200	3,840	7,680	12,000	15,360	20,160	24,000	27,840	31,200	34,080	39,998	-	-	83.33%
Other Expense	5319-300	61	138	197	197	343	401	460	518	609	890	-	-	44.50%
Jury Duty	5319-500	-	-	-	-	106	106	106	106	106	388	-	-	38.80%
Training	5319-600-700	587	587	795	12,090	12,966	13,138	16,079	16,079	16,109	20,287	-	-	92.21%
Total		22,192	44,258	68,466	105,094	141,545	166,567	191,443	214,655	235,795	283,441	-	-	57.00%
INTEREST/BONDS														
Insurance (1)	5316-000	104,391	16,703	26,098	33,405	43,844	52,196	60,547	67,854	74,118	86,989	-	-	83.33%
Radio	5317-400	600	1,200	1,875	2,400	3,150	3,750	4,350	4,875	5,325	6,250	-	-	83.33%
Grand Total		71,506	151,100	228,028	316,324	421,736	500,478	575,458	648,849	721,497	846,728	-	-	69.87%

INSURANCE(1) AT END OF YEAR PART OF COST TRANSFERRED TO MACHINERY FUND
X Estimated 83%

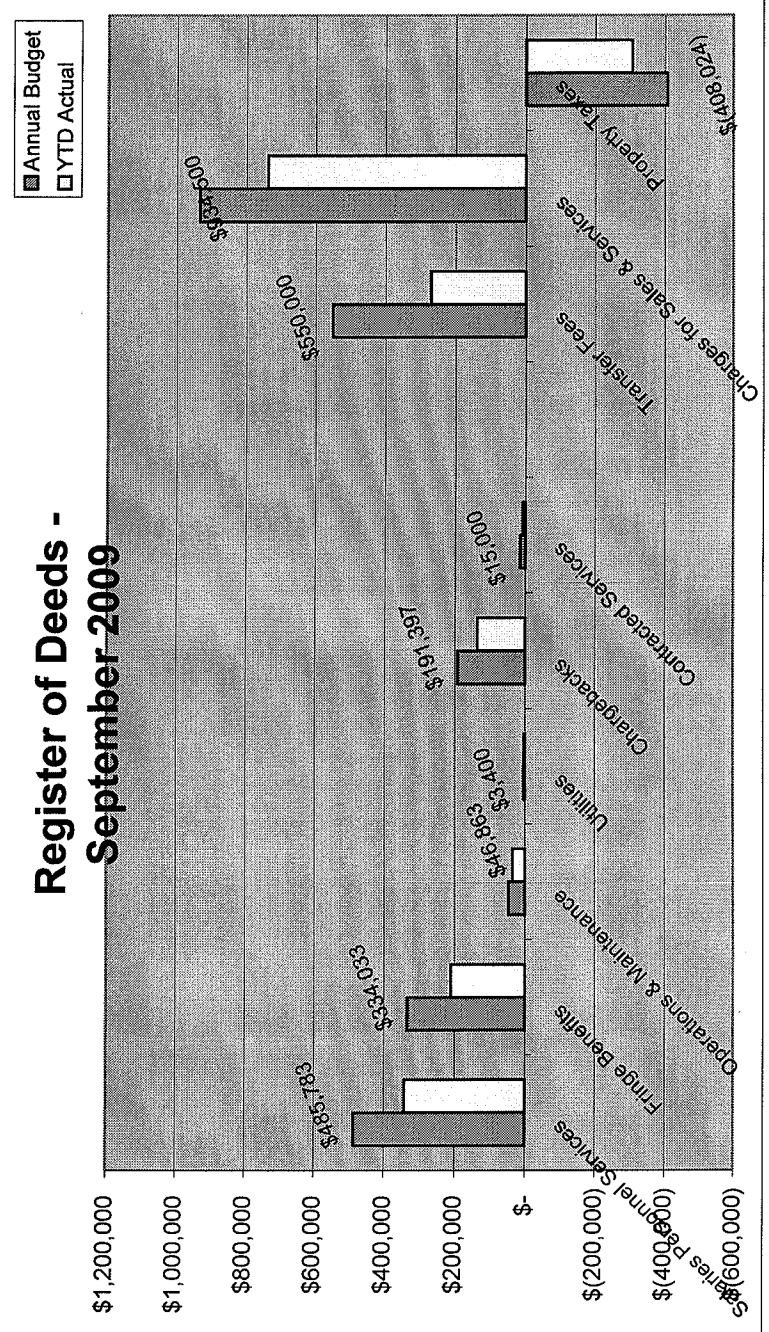
Brown County
 Register of Deeds
 Budget Status Report
 9/30/2009

	Annual Budget	YTD Actual
Salaries Personnel Services	\$ 485,783	\$ 341,596
Fringe Benefits	\$ 334,033	\$ 210,857
Operations & Maintenance	\$ 46,863	\$ 35,082
Utilities	\$ 3,400	\$ 2,720
Chargebacks	\$ 191,397	\$ 136,540
Contracted Services	\$ 15,000	\$ 8,103
Transfer Fees	\$ 550,000	\$ 270,612
Charges for Sales & Services	\$ 934,500	\$ 737,533
Property Taxes	\$ (408,024)	\$ (306,018)

HIGHLIGHTS:
 Cost categories are within budget.

Revenue received in excess of costs is returned to the General Fund. The revenue is dependent on the housing market, which has decreased activity since 2006.

Register of Deeds -
 September 2009



**Brown County
Airport
Budget Status Report
September-09**

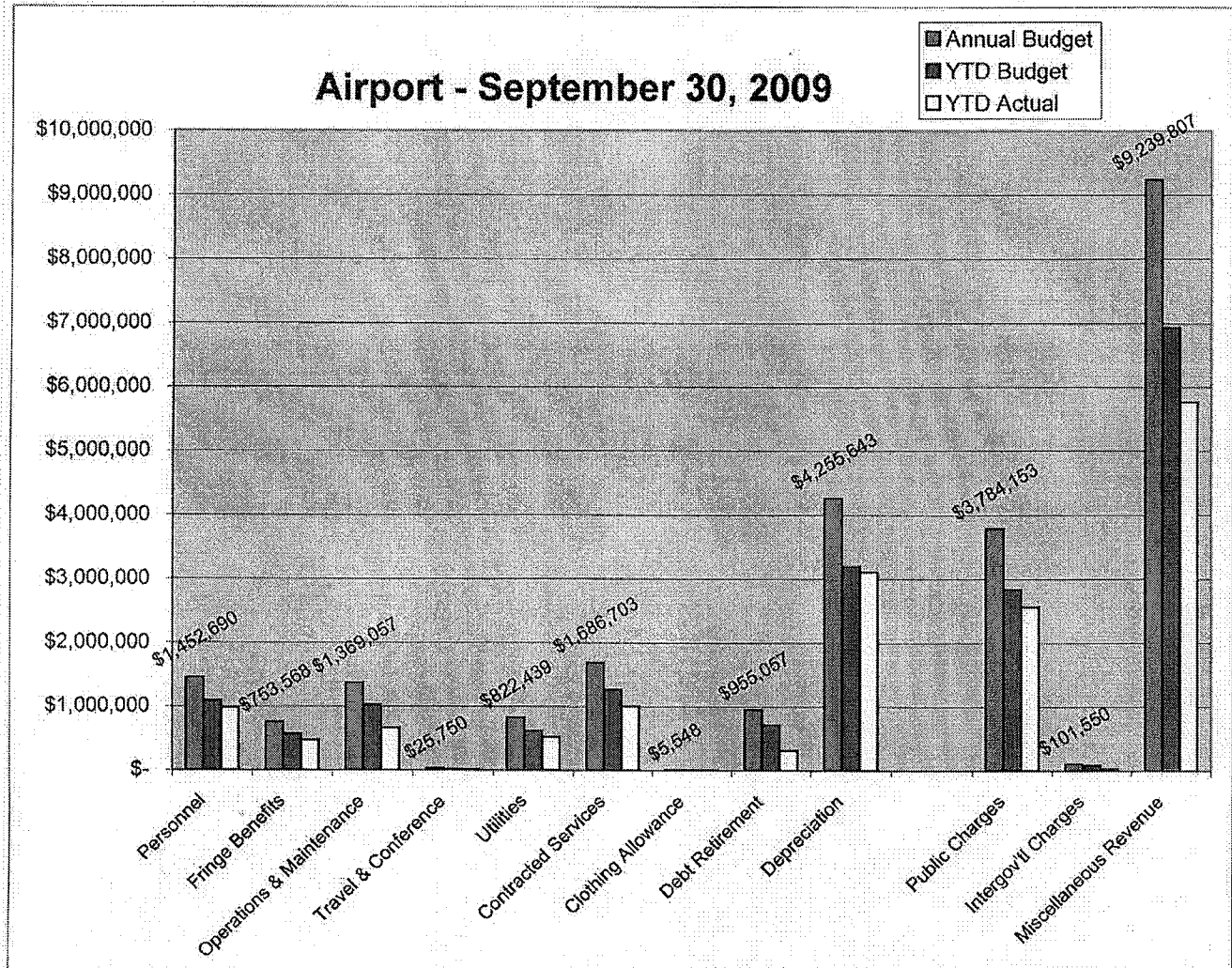
	Annual Budget	YTD Budget	YTD Actual
Personnel	\$1,452,690	\$1,089,518	\$981,094
Fringe Benefits	\$753,568	\$565,176	\$470,986
Operations & Maintenance	\$1,369,057	\$1,026,793	\$662,775
Travel & Conference	\$25,750	\$19,313	\$15,133
Utilities	\$822,439	\$616,829	\$523,321
Contracted Services	\$1,686,703	\$1,265,027	\$1,004,262
Clothing Allowance	\$5,548	\$4,161	\$2,911
Debt Retirement	\$955,057	\$716,293	\$317,807
Depreciation	\$4,255,643	\$3,191,732	\$3,107,243
Public Charges	\$3,784,153	\$2,838,115	\$2,561,771
Intergov'tl Charges	\$101,550	\$76,163	\$22,567
Miscellaneous Revenue	\$9,239,807	\$6,929,855	\$5,764,621

HIGHLIGHTS

At the end of September all expense accounts are under budget for the year.

Revenue is tracking closer to budget, now that capital contributions for the state and federal projects have been added.

	2009	2008	
PAX/YTD:	303,725	371,432	-18.2%



Request for Proposals (RFP)
Food and Beverage Concessions
Austin Straubel International Airport
Project # 1389



Response Deadline
February 15, 2010
2:00 p.m. Local Time
To: Brown County Purchasing Department

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NOTICE FOR SUBMISSION OF PROPOSALS

AUSTIN STRAUBEL INTERNATIONAL AIRPORT

FOOD AND BEVERAGE CONCESSIONS

NOTICE IS HEREBY GIVEN by the County of Brown, Wisconsin, hereinafter called "County", owner and operator of Austin Straubel International Airport, hereinafter called the "Airport", that proposals for the operation of the food and beverage areas at Austin Straubel International Airport, Green Bay, Wisconsin, will be received at the Brown County Purchasing Department, 305 E. Walnut St. Green Bay, Wisconsin, 54301, no later than **2:00 p.m. on Monday, February 15, 2010**, at which time the proposals will be opened.

The County will hold a **mandatory** attendance pre-proposal conference on **January 18, 2010 at 1:00 p.m.** in the Airport Administrative Conference Room, Austin Straubel International Airport Terminal Building, 2nd floor, 2077 Airport Drive, Green Bay, WI. Food and Beverage Proposers submitting Proposals **must** attend the conference. Interested parties may discuss the particulars and requirements of the proposal documents at the conference. Proposals submitted by Proposers not attending the conference will not be accepted.

This notice does not commit the Airport to award a Food and Beverage Concession Agreement, or to pay any cost incurred in the preparation of the proposals. The Airport specifically reserves the right to accept or reject any and all proposals submitted.

PROPOSER INSTRUCTIONS

WHEN: Proposals must be received by **2:00 p.m., Monday, February 15, 2010.**

All Proposals are due to Brown County Purchasing no later than 2:00 p.m. local time Monday, February 15, 2010. Submit in a sealed envelope marked "Project 1389 Airport Food and Beverage". No Proposal may be faxed or e-mailed. No Proposal may be withdrawn or modified for ninety (90) days. Proposer must submit one (1) original and four (4) copies.

Proposals must be stamped in by the above due date and time per the electronic time stamp in the Purchasing Department. Proposals not stamped by the above due date and time will be rejected. Those wishing to submit Proposals are encouraged to verify the time on the receiving stamp as this is the official time used for accepting all Proposals. Time discrepancies between wall clocks, watches, cell phones, etc. will not be honored. The official time stamp is the only time that will be used.

Amendments to the RFP, including written responses to questions received may be posted as addendums on the County's website at:

<http://www.co.brown.wi.us/departments>

It is the Proposer's responsibility to review this site and ascertain whether any amendments have been made prior to submission of a proposal.

WHERE: Proposals must be delivered to:

Delivery Address for Hand Delivery, UPS, DHL, Fed X, etc.:

Brown County Purchasing
305 E. Walnut St. 5th Floor
Green Bay, WI 54301

Delivery Address for USPS:

Brown County Purchasing
PO Box 23600
Green Bay, WI 54305-3600

FORMS: To be considered, proposals must include the following:

- . Proposal Form (Exhibit A);
- . Qualifications and Experience Form (Exhibit B);
- . Financial Information Form (Exhibit C);
- . Cashier's Check;
- . Concession Plan (Exhibit D);
- . Addendum Acknowledgement (Exhibit H);
- . Airport Concessionaire Disadvantaged Business Enterprises (Exhibit K);

and

- Designation of Confidential and Proprietary Information (Exhibit M).

INFORMATION FOR PROPOSERS

General

Austin Straubel International Airport is seeking proposals from qualified entities for the operation of the designated food and beverage areas at the Airport. The County is seeking qualified operators who will compliment and reflect the region's economy, culture and quality of life. The County is seeking to strengthen the image of the airport and give passengers a distinct sense of the region.

General information about Austin Straubel International Airport, including statistical information, is found in Exhibits E and F.

Evaluation of Proposals

Proposer verification prior to award: Proposer's financial solvency may be verified through financial background checks via Dun & Bradstreet or other means prior to contract award.

Brown County reserves the right to reject proposals based on information obtained through these background checks if it's deemed to be in the best interest of the County.

Taxes: Brown County and its departments are exempt from payment of all federal tax and Wisconsin state and local taxes on its purchases except Wisconsin excise taxes.

A selection Committee appointed by the Airport Director will evaluate each proposal submitted according to the criteria listed in Exhibit G. The Airport reserves the right to require an interview with each or any proposer to assist in the evaluation. Results of the evaluations and selection of the proposal(s) may be presented to the Brown County Planning, Development and Transportation Committee.

Rental of Business Areas

Successful proposers shall be required to utilize the designated food and beverage areas being provided at Austin Straubel International Airport which include the food and beverage (restaurant) space on the first floor of the terminal building and the food and beverage space on Concourse A and Concourse B. The service of alcoholic beverages in the main restaurant as well as on Concourse A and Concourse B is required.

The food and beverage space is as follows:

<u>Area</u>	<u>Square Footage</u>
First Floor Terminal Building	4,322
Concourse A Concession Space	847
Concourse B Concession Space	847

Facilities must be open 365 days a year, without exception, with operating hours and staffing levels reflecting the fluctuations in daily passenger traffic. Food and beverage services shall be provided daily from the opening of the Transportation Security Administration (TSA) checkpoints, until the last departure. Proposer shall also be open at such other times as may be mutually agreed upon between Proposer and the Director.

The concession locations shall be provided with air conditioning, heat and basic overhead lighting by the Airport. All other utility consumption will be separately metered and invoiced to Proposer on a monthly basis.

GENERAL TERMS AND CONDITIONS

Term

The term of the nonexclusive Food and Beverage Concession Agreement to be awarded shall be for a period of ten (10) years, commencing on **May 1, 2010**, and ending on **April 30, 2021**. The lease will automatically renew for five (5) additional years unless either party provides written notice to the other, 90 days prior to April 30, 2021.

Compensation to the County

In consideration of the rights and privileges to be granted to the Proposer by the County, the selected Proposer will pay to the County, on an annual basis, rent equal to the greater of the percentage of gross receipts, fifteen percent (15%) of the projected total annual gross receipts, or the minimum annual guarantee as defined in the Nonexclusive Food and Beverage Concession Agreement, whichever is the greater, for each year during the term of the Agreement (not to be less than \$70,000 per year Minimum Annual Guaranteed Amount). For each subsequent year, the guaranteed minimum compensation to the Airport shall not be less than the guaranteed amount proposed for the previous year. The percentages of gross receipts shall remain fixed at the above stated percentages throughout the entire term of the Food and Beverage Concession Agreement, or any extension.

Proposal Security

Each proposal shall be accompanied by a certified or cashier's check payable without condition to Austin Straubel International Airport in the amount of Two Thousand Dollars (\$2,000.00). This check shall be a guarantee that if the proposal is accepted, a Food and Beverage Concession Agreement will be entered into by the successful proposer within fourteen (14) days after Notice of Award is given by Brown County. The checks of the successful proposers will be returned upon receipt of a fully executed Food and Beverage Concession Agreement. Checks of unsuccessful proposers will be returned within ten (10) days after the successful proposers have executed the required agreements and have otherwise fulfilled the requirements as set forth herein. A proposer's certified or cashier's check will be forfeited as liquidated damages and the proposal will be deemed rejected if the proposer and Brown County fail to execute a formal Food and Beverage Concession Agreement within the allotted time frame.

Improvements

The airport provides the shell of the concession locations. The proposer is responsible for the build-out and owns anything that is not permanently attached to the walls, floor or ceiling.

The successful Proposer will be required to make a minimum of \$200,000 of improvements to the

facility, excluding kitchen equipment (i.e. appliances, refrigerators, freezers, range top, stoves, hood fans). Proposed improvements and/or additions to the space are at the sole expense of the Proposer and are subject to the approval of the Airport Director. The Proposer shall plan, design and build out at its sole cost, the concession locations, including any appliances which may be required to prepare food for consumption.

Before commencing improvements or modifications, Proposer shall submit detailed construction plans and specifications to the County for review and approval by the Airport Director. Prior to the start of any construction, improvements or modifications to the leased premises, Proposer shall secure all applicable building permits and approvals from the proper authorities.

Improvements must be completed within 45 days after each location is made available to the selected proposer. Proposer shall diligently pursue construction of the improvements or modifications and shall complete construction in accordance with the schedule for completion to be agreed upon by the County. All improvements or modifications made by Proposer which become fixtures to the lease premises shall become the property of the County, at no cost to the County, upon the expiration or termination of the Concession Agreement.

Proposer shall keep the leased premises and all improvements thereon free of any mechanic's or material men's liens of any kind or nature for any work done, labor performed or material furnished on or to the leased premises. If any such lien is filed, Proposer shall, at its sole cost, cause such lien to be removed from the leased premises within thirty (30) days of notice.

Proposer's Responsibility

Any person, firm or corporation desiring to submit a proposal for the Food and Beverage concession shall examine the terms of this Request for Proposal, the plans of the designated Food and Beverage business areas included in the proposal package documents, and shall attend the pre-proposal conference on **January 18, 2010**. Failure on the part of any proposer to make such examination or to investigate thoroughly the conditions of the proposal shall not be grounds for a declaration that the applicant did not understand the proposal package.

Non-Exclusivity

The County will NOT enter into an exclusive agreement with the selected Proposer. There may or could be other concessionaires at the Airport selling products similar to those contemplated by this RFP. Further, at any time during the term of the Concession Agreement, the County, at its own discretion, may enter into other agreements for food and beverage concepts similar to those in operation at the Airport.

Evidence of Ability to Perform

Proposers must present evidence that they are fully competent to perform under the conditions of the Food and Beverage Concession Agreement. Proposer must possess a minimum of three (3) years continuous experience, within the last five (5) years, to include but not be limited to, ownership, management and/or operation of a food service business that has produced minimum average annual gross sales of \$400,000 over the last three (3) years. Proposer must be able to provide first-class service and a broad variety of quality food to travelers and Airport users. Proposers must have the necessary facilities, experience, organization and financial capacity to fulfill the conditions of the agreements and specifications. To provide the evaluators with information on their ability to perform, proposers must submit the information identified on Exhibit B of this proposal package. The evaluators reserve the right to disqualify any proposer who, in the evaluator's judgment, does not have adequate qualifications. Proposers must not be in default or arrearage under any previous or existing contract(s) with the County, City, or any other State of Wisconsin political division.

Proposer will be required to keep the space it occupies in an orderly attractive condition at all times, to furnish prompt, courteous service, and to have available sufficient employees to properly serve the public. Proposer shall be required to maintain appropriate business licenses, including but not limited to a liquor license and provide proof of same upon demand by the Airport Director.

Proposers should understand that airport environments present concession operators with unique challenges. Listed below are some of the key factors that may affect concession operations at Austin Straubel International Airport:

1. Passengers have limited time to spend dining. Generally, their first consideration is clearing security and locating their departure gate.
2. Facilities must be open 365 days a year, with operating hours and staffing levels that support passenger activity at the Airport. The facilities must be open when the Transportation Security Administration (TSA) opens in the morning through the last departure.
3. Flight delays sometimes occur due to weather conditions and similar events. To accommodate passengers, concession operations must be able to quickly extend operating hours (e.g. stay open later, add staff, maintain sufficient inventory levels, etc.)
4. All employees must pass a TSA mandated security background check and be properly badged.
5. The Austin Straubel International Airport is a non-smoking facility. Employees and passengers are not allowed to smoke within the terminal or concourses.
6. All deliveries are required to go to the loading dock at the West end of the terminal building to unload and utilize the freight elevator which provides access to the restaurant through the basement of the terminal building.

Rejection or Acceptance of Proposals

The requirements of the proposal package are for the benefit and protection of Brown County and not for the benefit or protection of the proposers; therefore, the right is reserved by the evaluators to waive any irregularities in the completion of the forms and papers enclosed in this Request for Proposal; to accept any or all proposals; to re-advertise for proposals which, in the judgment of the evaluators, will provide the best responsible service and highest compensation. Any proposal package submitted which is incomplete, conditional, obscure, or which contains irregularities of any kind, may be cause for rejection of the proposal. In the event of a default of any of the successful proposers or his/her refusal to enter into a Food and Beverage Concession Agreement with the

Airport, the evaluators reserve the right to accept the proposal of the next qualified proposer.

Personnel Background Check

The Airport requires all employees required to work in the secure area of the Airport to obtain an airport issued ID badge. The selected Proposer is also responsible for complying with all existing and future security regulations and requirements as may be promulgated by the Federal Aviation Administration (FAA), Transportation Security Administration (TSA), the County or any other governmental unit with jurisdiction. It is understood that the requirements of the FAA, TSA, or County regarding security matters may change from time to time and the selected Proposer shall comply with all such requirements.

Unacceptable Proposals

At the sole discretion of the evaluators, proposals may not be accepted from or agreement awarded to any person, firm or corporation that is in arrears or is in default to Brown County upon any debt or agreement, or that is a defaulter of any obligation to Brown County, or has failed to faithfully perform any previous agreement with Brown County.

Award of Agreement

The evaluators reserve the right to investigate thoroughly the financial status, experience and record of each proposer. The final award will be based upon the information submitted and the Airport will enter into nonexclusive Food and Beverage Concession Agreement with one (1) successful proposer who will, in the evaluator's sole discretion, provide the best responsible service to the traveling public at the highest compensation to the Airport.

Time of Award

Within **Thirty (30)** days after receipt of the proposals, the Airport intends to award one (1) nonexclusive Food and Beverage Concession Agreement to the Proposer who in the judgment of the Airport will provide the best responsible service to the public and the highest compensation to the

Airport for the privileges and rights to be granted.

General Terms and Conditions to be Part of Agreement

The general terms and conditions for a Food and Beverage Concession at Austin Straubel International Airport are contained in the sample Food and Beverage Concession Agreement attached hereto as Exhibit L. All necessary information derived from the proposer's statements and the proposal forms shall be made part of the Food and Beverage Concession Agreement that is entered into for the concessions described herein.

Security Deposit

At the time of the Food and Beverage Concession Agreement's execution, new Concessionaires shall pay a security deposit equal to the first months rent prior to the commencement of the Food and Beverage Concession Agreement.

Explanations - Written or Oral

Should a proposer find a discrepancy in, or omission from, the general terms and conditions included in the proposal documents or instructions to proposers, or should there be any doubt as to their meaning, proposer shall at once notify the Brown County Purchasing Department, who will clarify any discrepancies and post instructions or addenda to all prospective proposers on the Brown County Purchasing web page.

Bid Withdrawal

Proposals may only be withdrawn by requesting such withdrawal in writing at any time prior to **2:00 p.m. on Monday, February 15, 2010.** After such date and time, proposals shall be binding without modification or amendment. Any proposals received after such time will be returned to the proposer unopened. Withdrawal of a previous proposal will not preclude the submission of a substitute proposal prior to the hour and date set for the acceptance of proposals.

Airport Concession Disadvantaged Business Enterprise (ACDBE) goal requirements

All proposers must meet the ACDBE requirements as outlined in Exhibit K. The Airport has established a goal of 3% for the participation by certified ACDBE's on this contract. Please refer to Exhibit K for details regarding the ACDBE participation requirements.

Nondiscrimination - Affirmative Action

Successful proposers shall be required to comply with the following:

1. Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation - Effectuation of the Civil Rights Act of 1964, (42 U.S.C. 2000 d-1 et seq) and
2. Title 14, Code of Federal Regulations, Part 152, Subpart E, Nondiscrimination in Airport Aid Programs.